



City of New Buffalo
Planning Commission Special Meeting
Tuesday, May 10, 2022 at 5:30 P.M.
AGENDA

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Previous Minutes- April 5, 2022
5. Public Comment
6. Public Hearing
 - 34 N. Townsend Street - Special Use request for residential structures located in the Central Business District
7. New Business
 - 34 N. Townsend Street - Special Use request for residential structures located in the Central Business District
8. Commissioner Comments
9. Adjournment

The Regular Meeting for April 5, 2022 of the New Buffalo City Planning Commission was called to order by Chair Billingslea at 7:01 p.m.

Pledge of Allegiance.

Roll Call: Member Schmidt, Rau, McCollum, Joseph, Chair Billingslea

Staff Present: City Manager; Darwin Watson, Deputy Clerk; Nancy Griffin

Approval of Agenda: Motion by Rau, seconded by Joseph to approve the agenda:

Voice Vote, Motion Carried, 5-0.

Approval of Previous Minutes: February 1, 2022:

Motion by Joseph, seconded by Rau to approve February 1, 2022 meeting minutes.

Voice Vote, Motion Carried, 5-0.

Public Comment:

Roger Barbour

Dan Petersen – The Pokagon Fund

Unfinished Business:

- a. Discussion regarding zoning for marijuana

Discussion took place regarding the City opting in or opting out and scheduling the open meetings to create a document as a recommendation to the City Council. Clarification also has to be made as to whether recreational and medical can be separated in the City ordinances.

Motion by Rau, seconded by McCollum to table the discussion regarding marijuana in the City.

Roll Call Vote: Rau, Joseph, McCollum, Schmidt, Chair Billingslea

Motion Carried, 5-0.

New Business:

- a. 2 S. Franklin Street – Site Plan Review

Motion by McCollum seconded by Joseph to approve the site plan for construction of a new parking lot located on the property known as 2 S. Franklin Street with the addition of six (6) parking bumpers.

Roll Call Vote: McCollum, Rau, Schmidt, Joseph, Chair Billingslea

Motion Carried, 5-0.

b. Planning Commission meeting time

Motion by Rau, seconded by Schmidt to approve setting the Planning Commission meeting time to 5:30 p.m. going forward.

Roll Call Vote: Joseph, Rau, Schmidt, McCollum, Chair Billingslea
Motion Carried, 5-0.

c. Year-End report review and discussion

Motion by Rau, seconded by McCollum to approve the 2021 Planning Commission Year-End Report.

Roll Call Vote: Rau, McCollum, Joseph, Schmidt, Chair Billingslea

Motion Carried, 5-0.

Commissioner Comments:

Member Schmidt mentioned the Commission should look at the following four areas: General Commercial District, zoning, review of the Master Plan and sewer.

The City Manager announced there will be a zoning review of the Houseal Lavigne recommendation with the City Council on April 11th, 2022 and a review of the sewer rates on April 28, 2022.

Adjournment: Motion by Joseph, seconded by McCollum to adjourn the meeting at 7:44 p.m.

Voice Vote
Motion Carried.

ng

Paul Billingslea, Chair

Amy Fidler, City Clerk



City of New Buffalo

Special Use Permit Staff Report

Hearing Date: May 10th 2022

Project Number: PZ22-0014

Applicant: Ron Farina (Seville Investments, LLC)

Subject Property Address: 34 N Townsend Street, New Buffalo, MI 49117

Nature of the Request: Special Use request for Residential structures located in the Central Business District.

Zoning District: CBD "Central Business District"

OVERVIEW

The applicant requests a special use permit for the construction of ten (10) townhouse, four in one building and three in each of the other two buildings. City of New Buffalo Zoning Sec. 10-2 "Uses permitted by right and special use permit". Allows residential dwelling with (item 44) with special use permit.

This location, just to the east of the library currently has a vacant residence on the property that would be raised to make way for this new development.

Evaluation of the Application: Upon review of the application materials, validation of the facts reported, site inspection and evaluation of each of the criteria required for review and noted in this staff report, it is the recommendation of the Zoning Administrator that all required information has been provided to Planning Commission to render a decision on this special use permit request.

Respectfully submitted,

Ted Hanson
Building Official
City of New Buffalo



City Staff
Use Only

Project Name	10 Town houses
Project Number	P2 22-0014
Review Fee Paid	500
Escrow Fee Paid	0

APPLICATION TO: PLANNING COMMISSION ZONING BOARD OF APPEALS

224 W Buffalo St, New Buffalo, MI 49117 City Hall: 269-469-1500 Building Dept: 269-469-7144 Facsimile: 269-469-7917

Instructions: Fill-in all blanks and 'X' applicable boxes (). Incomplete applications cannot be processed.

I. Applicant and Owner Information

34 N. Townsend

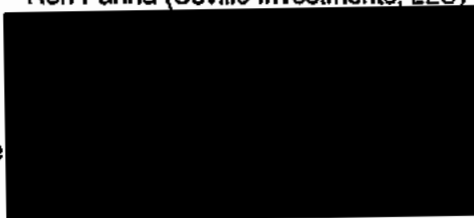
A) Applicant(s) principal contact:

Name Ron Farina (Seville Investments, LLC)

Address

Telephone

email



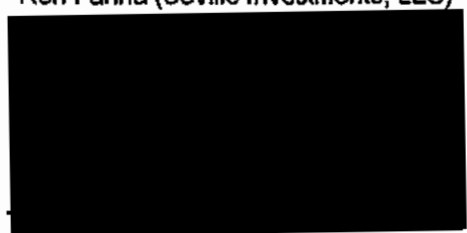
E) Property owner(s) principal contact:

Name Ron Farina (Seville Investments, LLC)

Address

Telephone

email



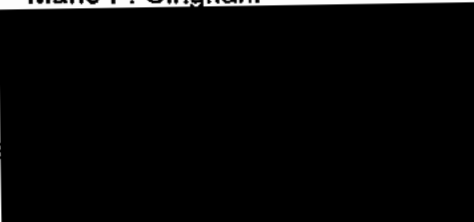
B) Applicant(s) secondary contact:

Name Mario F. Cirignani

Address

Telephone

email



F) Architect (if applicable):

Name William McCollum

Address

Telephone

email



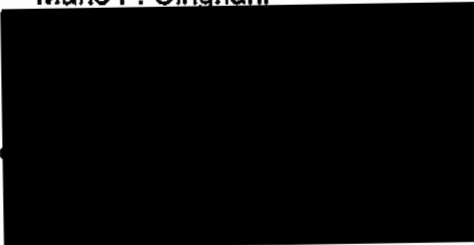
C) Agent or Attorney (if applicable):

Name Mario F. Cirignani

Address

Telephone

email



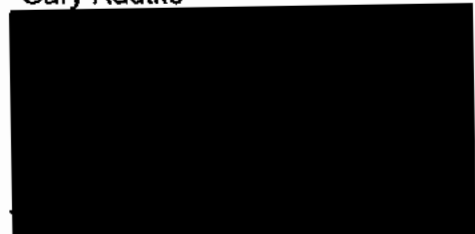
G) Engineer (if applicable):

Name Gary Radtke

Address

Telephone

email



RECEIVED

FEB 28 2022

CITY OF NEW BUFFALO

D) Is the property held in Trust*:

Yes - Answer below

No - Skip below

Name of Trust _____

Address _____

Telephone _____

email _____

H) Applicant is (circle one):

Property owner

Attorney

Agent

Engineer

Other: _____

* Trusts: Provide an attached statement from the trustee verifying the names of all the beneficial owners.

Proceed to Next Page

II. Purpose of Application

A) This application is a request for the following action:

Rezoning of Property

Subdivision Approval

Site Plan Approval

Rezoning Amendment

Variance(s) Approval

Special Use Approval

Lot Split – Subdivision or Land Division

Other: _____

B) The reasons for the requested action(s) are as follows:

Proposed site plan for a ten (10) unit town home residential development.

C) The specific section(s) of the City Zoning Ordinance or City General Ordinances which addresses the amendment, variance, or other action which is being requested:

No variances are requested.

D) The following two questions are only for applications which contain a request for a zoning variance:

1. Are the conditions which prevent the development of the property the result of action by an individual who has or had a property interest in the subject property: Yes No

2. If the conditions were self-imposed (not hardship), explain why the variance should be granted:
Not Applicable.

III. Site and Surrounding Property Information

A) Common address or property location of subject property:

34 N. Townsend, New Buffalo, MI

B) Legal description (attach an additional sheet if necessary):

Lots 1, 2 and 3, Block 19 Village, now City of New Buffalo, being in Sections 9 and 10, Township 8 South, Range 21 West according to the plat thereof as recorded in Liber C of Deeds, pages 105 and 106, Berrien County Records, Michigan.

C) Permanent Real Estate Tax Identification Number: 62-0340-0217-02-1 and 62-0340-0217-01-2

D) Parcel Size: 26,294 Square feet

.60 Acres

198'9" Dimension of lot frontage

132'2" Dimension of lot depth

E) What are the current land uses and zoning on the property and the adjoining properties:

	Current zoning	Current land use
1. On Site:	<u>Commercial (CBD)</u>	<u>Residential</u>
2. Adjoining property:		
a) North of Site	<u>R3</u>	<u>Residential</u>
b) South of Site	<u>Commercial (CBD)</u>	<u>Residential/Restaurant</u>
c) East of Site	<u>R3</u>	<u>Residential</u>
d) West of Site	<u>Commercial (CBD)</u>	<u>Library & Parking Lot</u>

F) Describe any existing structures or other improvements and physical attributes of the site:

Single family home and garage to be removed.

IV. Description of the Proposed Development

A) Please describe the proposed use of the land and/or building assuming approval of the request:
New ten (10) unit town home residential development.

B) What is the proposed time frame for the build-out of this development: Spring 2022

C) For each intended use please fill-in the number of buildings, square footage of each building, the total square footage of the development, and the required number of parking spaces; as well as the number and size of the water and the sewer connections:

Building Use	Number of Buildings	Building Area (sq ft)	Total Building (sq ft)	Required Parking Spaces	Water Connections and Sizes	Sewer Connections and Sizes
Single Family R-1						
Two Family R-2						
Mufti-Family R-3						
Central Business CBD	3	2,800	28,000	20		
Gen. Commercial GCD						
Waterfront Marina WM						
General Industrial I-1						
TOTAL	3	2,800	28,000	20		

D) If this application is for a development please provide information concerning the amount of traffic and the proposed road configuration it will have:

- 1) Average daily traffic count for the proposed development: N/A
- 2) Peak traffic flow count for the proposed development: N/A
- 3) How many lineal feet of roadway is proposed to be developed: 332LF
- 4) How many cul-de-sacs will be constructed as part of this project: 0
- 5) How many curb cuts to City, County or State roads are proposed: 2

E) Does the request contemplated in this application concern any hazardous materials:
 No Yes – describe the type and quantity of materials (attach extra pages if necessary):

VII. Signature and Declaratory Statement

A) Required attendance at public hearing(s) and/or meeting(s): The Planning Commission and Zoning Board of Appeals (ZBA) have established a policy requiring the applicant or a designated representative of the applicant to be present at any meeting or public hearing at which their application is to be considered. Failure of the applicant or designee of the applicant to appear may postpone consideration of the application by the Planning Commission or ZBA.

B) Declaratory Statement:

I, Ron Farina, Seville Investments, LLC, hereby certify that all information contained in this application and accompanying documentation is true and correct to the best of my knowledge and further, I acknowledge the required attendance of the applicant as set forth in paragraph A above. I furthermore grant permission for identified members of the City of New Buffalo's Planning Commission or Zoning Board of Appeals to visit the site(s) referenced in this application.

C) Applicant Signature: [Signature] Date: 02-22-2022

D) Notary Public Certification Statement:

I, ELISABETH A. RETTIG, Notary Public in and for the State of Michigan this 23rd day of February, 2022, the above captioned applicant appeared before me and under oath, stated that all matters contained in this application are true.

ELISABETH A. RETTIG, Notary Public
State of Michigan - County of Berrien
My commission expires 08/23/26
Acting in the County of Berrien

[Signature]
8/23/2026

VIII. City Staff Review

A) Fire Department approval of Site and Building Plans, except for single family dwellings: This application and associated documentation must be reviewed by the Fire Chief or his designee, which can be arranged by calling the Fire Department: 269-469-4993.

Review Date: _____

Approval: Yes No Signature: _____

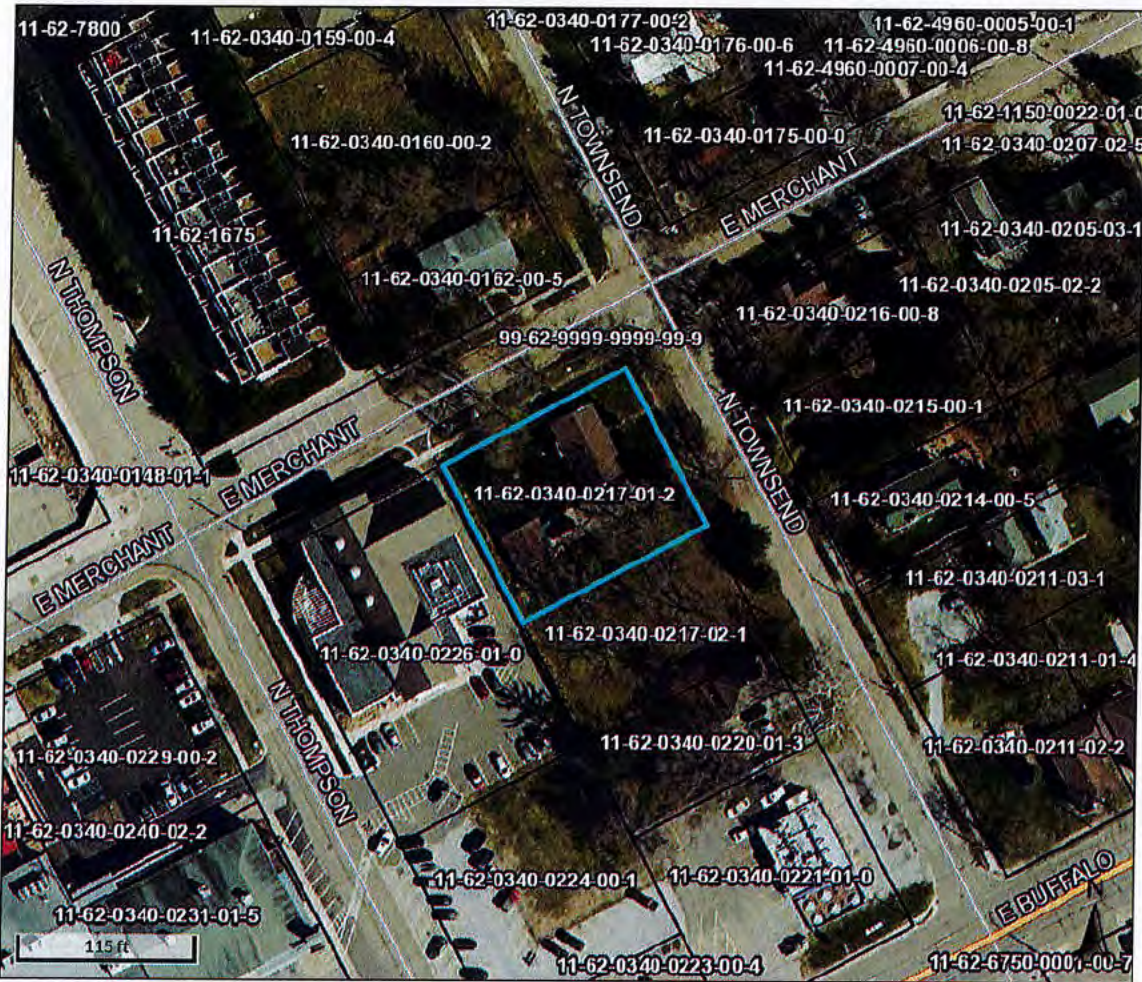
Conditions: Attached None Title: _____

B) Note to applicant: The original application must be filed in the Office of the Zoning Administrator, where the following signatures are required for verification that this is a complete and valid application to be considered by the Planning Commission or the Zoning Board of Appeals.

Building Inspector: _____ Date: _____

Zoning Administrator: _____ Date: _____

Initial meeting date: _____





Overview

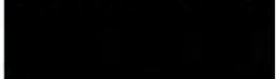


Legend

Roads

-  <all other values>
-  Interstate
-  Major Arterial
-  Minor Arterial
-  Roads

-  Parcels2022
-  Lake Michigan

Parcel ID	11-62-0340-0217-01-2	Alternate ID	n/a	Owner Address	SEVILLE INVESTMENTS LLC
Sec/Twp/Rng	n/a	Class	401		
Property Address	34 N TOWNSEND ST NEW BUFFALO	Acreage	n/a		

District 11200
 Brief Tax Description LOT 1 & THE NWLY 45' OF LOT 2 BLK 19 VILLAGE PLAT OF NEW BUFFALO
 (Note: Not to be used on legal documents)

Date created: 5/6/2022
 Last Data Uploaded: 5/6/2022 1:42:01 AM

Developed by  **Schneider**
 GEOSPATIAL

City of New Buffalo

224 W Buffalo St

New Buffalo, MI 49117

(269) 469-1500

(269) 469-7917

Invoice For Permit: PZ22-0014

Print Date: 04/04/2022

Pay by Account In Full



Pay by Account In Full

\$ 500.00

SEVILLE INVSTMNT LLC



Invoice No	Invoice Date	Permit Number	Address	Amount Due
00001852	04/04/22	PZ22-0014	34 N Townsend ST	\$ 500.00

Fee Details:	Quantity	Description	Amount Cost	Balance
	1.000	Special Use - Multi-Family	\$500.00	\$ 500.00
Total Amount Due				\$ 500.00

CITY OF NEW BUFFALO

Receipt: 100926

04/04/22

224 W. BUFFALO STREET
NEW BUFFALO, MI 49117

Cashier: SBOONE
Received Of: SEVILLE INVSTMNT LLC STE 200

(269) 469-1500

45 N WHITTAKER
NEW BUFFALO MI 49117

The sum of: 500.00

BDINV 00001852

500.00

Total 500.00

CHECK 5309

500.00

Signed: _____



ARCHITECTURAL	
A-1	LOCATION PLAN
A-2	EXISTING SITE PLAN
A-3	PROPOSED SITE PLAN
A-4	UTILITIES AND SITE DRAINAGE
A-5	GRADING PLAN
A-6	BUILDING A - BASEMENT PLAN
A-7	BUILDING A - 1ST FLOOR PLAN
A-8	BUILDING A - 2ND FLOOR PLAN
A-9	BUILDING B - BASEMENT PLAN
A-10	BUILDING B - 1ST FLOOR PLAN
A-11	BUILDING B - 2ND FLOOR PLAN
A-12	EXTERIOR ELEVATIONS
A-13	EXTERIOR ELEVATIONS

Architect:
William O. McCollum
 Address:
 16109 Red Arrow Hwy.
 Union Pier, MI 49129
 Phone: (312) 550-7008
 Bill@McCollumArchitects.com

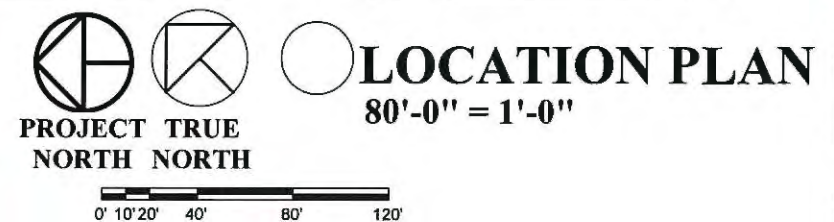
SITE A CALCULATIONS			
34 N. Townsend St. New Buffalo, MI 49117			
Job Number 2235	Central Business District		
Lot Area:	26,299 SF	8,000 SF Min.	
SETBACKS	Required	Proposed	Comments
Front yard; Merchant St.	0'-0"	12'-0"	Proposed
Front yard; Townsend St.	0'-0"	0'-0"	Proposed
Sidyard; Public Library	10'-0"	10'-0"	Proposed
Sidyard; Residential	30'-0"	42'-6"	Proposed
Building Height	35'-0"	35'-0"	Proposed
LOT COVERAGE CALCULATIONS			
Gross Lot Area	allowable sf coverage		
26,299 sf	x70%	18,409	
(10) Proposed Town Houses (33% Cov.)			8,810
Allowable Expansion			9,599

SCOPE OF WORK DESCRIPTION:
 NEW DEVELOPMENT AT CORNER OF MERCHANT & TOWNSEND STREETS LOCATED IN THE CENTRAL BUSINESS DISTRICT.

(10) NEW 2 STORY TOWNHOUSES W/ BASEMENT & GARAGES.

DEVELOPER:

ARCHITECT:
 MCCOLLUM ARCHITECTS
 (312) 550-7008
 BILL@MCCOLLUMARCHITECTS.COM
CIVIL ENGINEER:
 RADTKE ENGINEERING & SURVEYING LLC
 (219) 851-3696
 GARY@RADTKE-ENGINEERING.COM



BUFFALO/ TOWNSEND ST.
 NEW BUFFALO, MI 49118

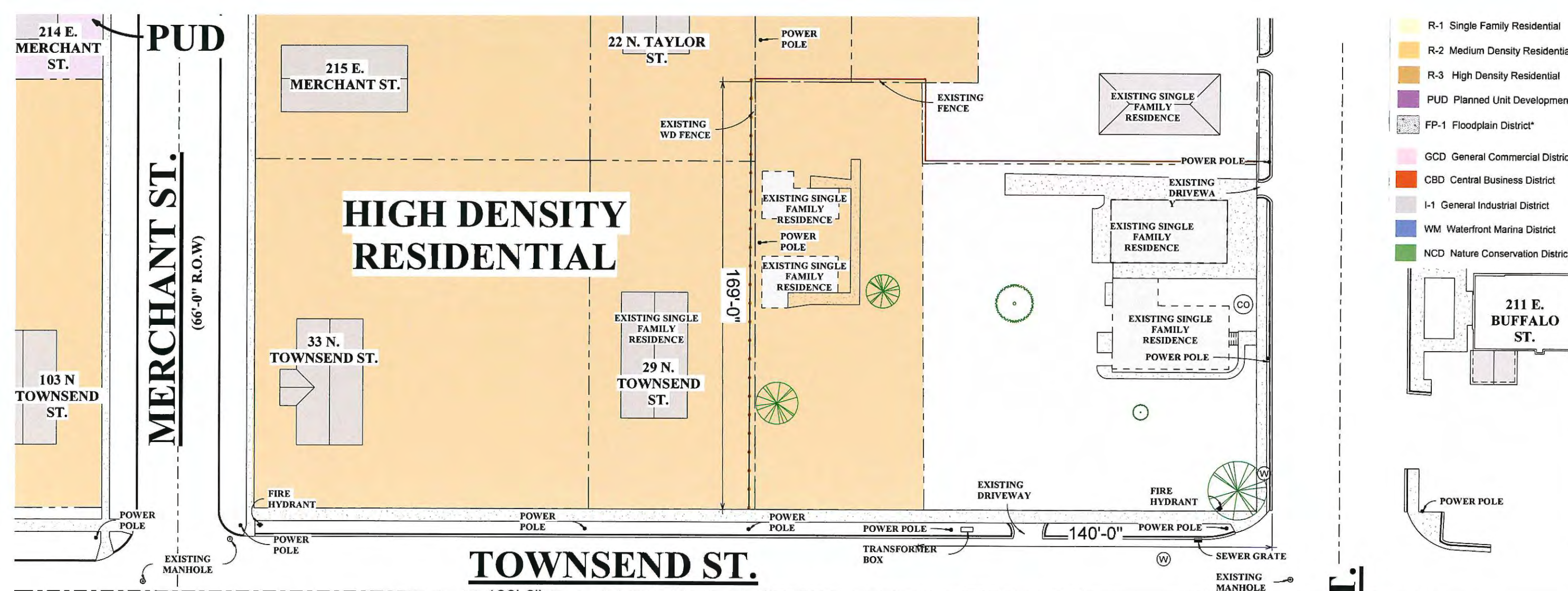
REVISIONS	
AS BUILTS	07/12/21
PLAN	12/20/21
COMMISSION	
REVISIONS	04/20/22

JOB #: 2235
 Drawn by: Mateja Horonic-Kidder

LOCATION PLAN

Sheet No.
A-1

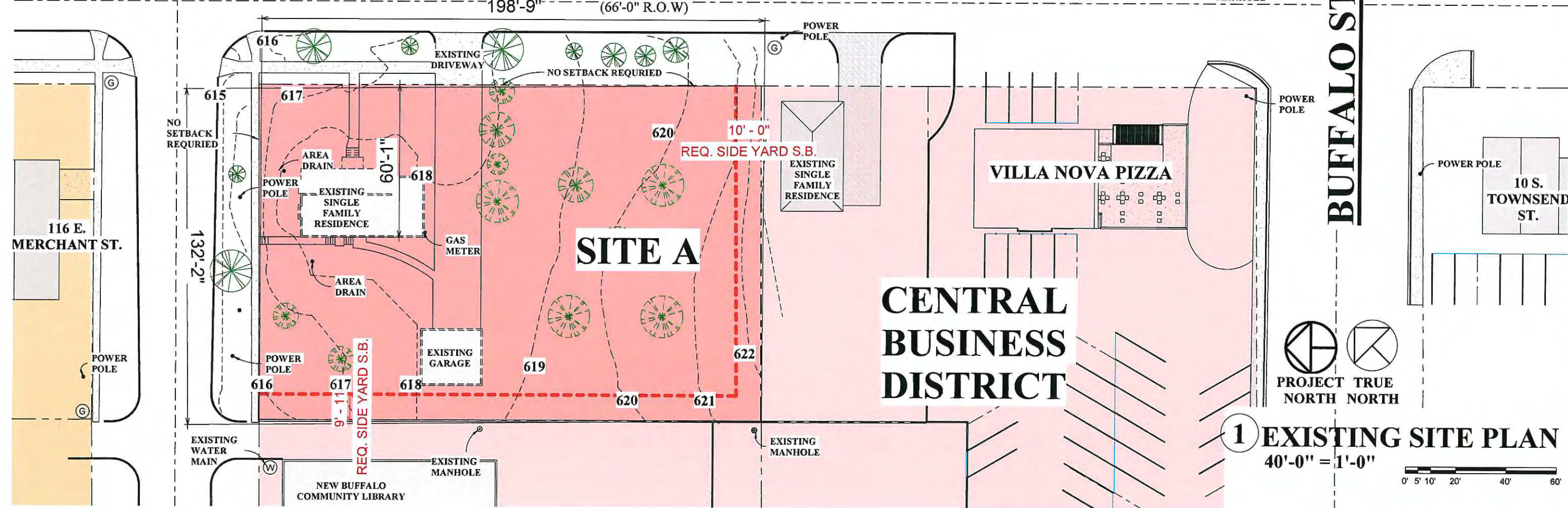
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- R-1 Single Family Residential
- R-2 Medium Density Residential
- R-3 High Density Residential
- PUD Planned Unit Development
- FP-1 Floodplain District*
- GCD General Commercial District
- CBD Central Business District
- I-1 General Industrial District
- WM Waterfront Marina District
- NCD Nature Conservation District

Architect:
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 Bill@McCollumArchitects.com

BUFFALO/TOWNSEND ST.
 NEW BUFFALO, MI 49118



REVISIONS	
AS BUILTS	07/12/21
PLAN COMMISSION	12/20/21
REVISIONS	04/20/22

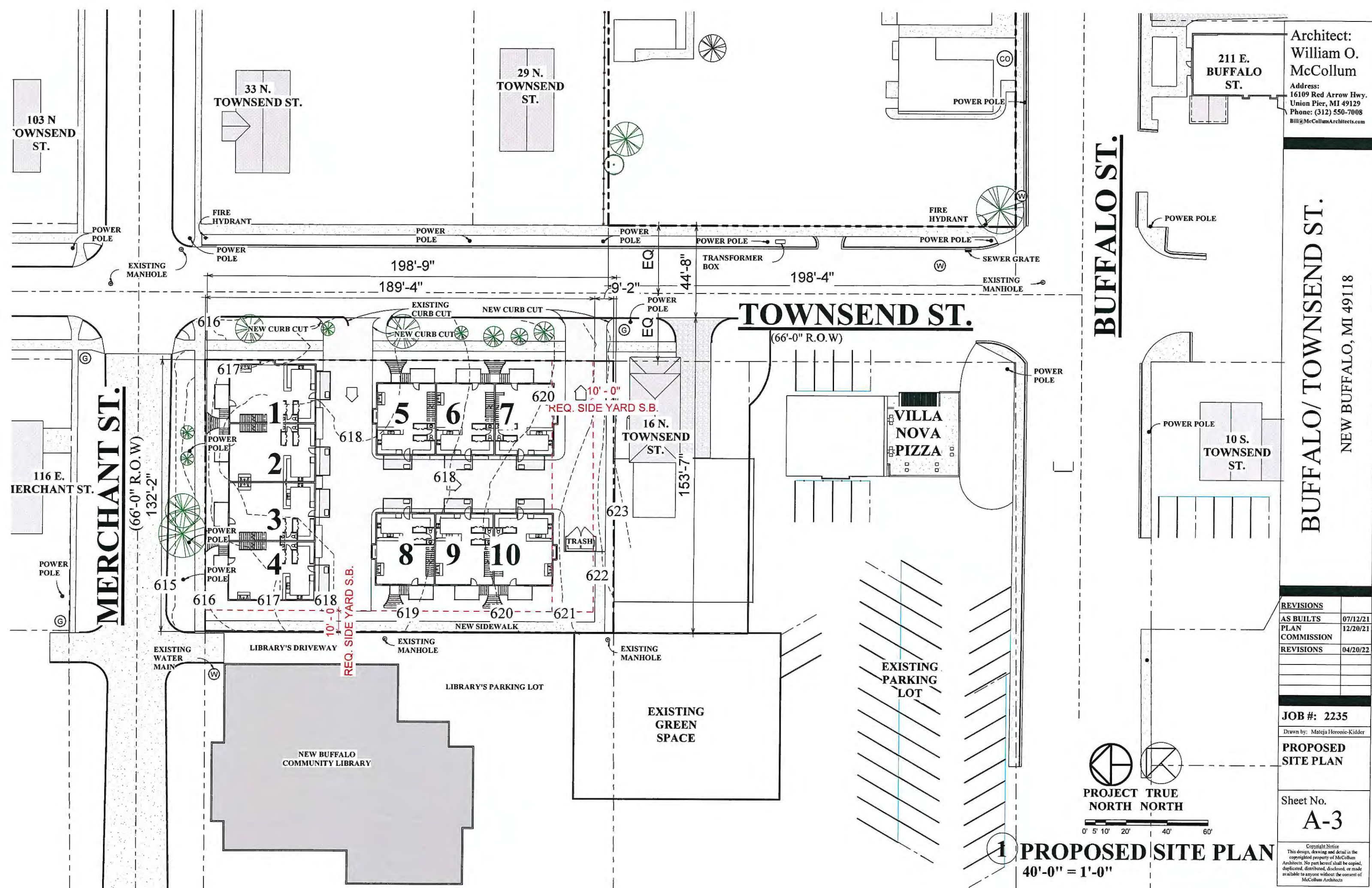
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EXISTING SITE PLAN

Sheet No.
A-2

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PROJECT TRUE
 NORTH NORTH
1 EXISTING SITE PLAN
 40'-0" = 1'-0"



Architect:
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 McCollum
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 16109 Red Arrow Hwy.
 Union Pier, MI 49129
 Phone: (312) 550-7008
 Bill@McCollumArchitects.com

BUFFALO/ TOWNSEND ST.
 NEW BUFFALO, MI 49118

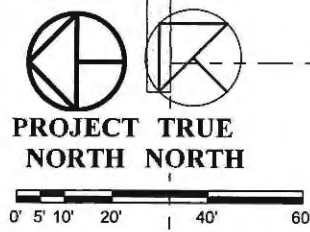
REVISIONS	
AS BUILTS	07/12/21
PLAN	12/20/21
COMMISSION	
REVISIONS	04/20/22

JOB #: 2235
 Drawn by: Mateja Horonic-Kidder

**PROPOSED
 SITE PLAN**

Sheet No.
A-3

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1 PROPOSED SITE PLAN
 40'-0" = 1'-0"

TOWNSEND ST.

CBD SETBACKS		
SETBACK	REQ.	PROPOSED
FRONT YARD: MERCHANT	0'	12'-0"
FRONT YARD: TOWNSEND	0'	0"
SIDE YARD	30'	42'-6"
SIDE YARD: PUBLIC LIBRARY	10'	10'-0"

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BUFFALO/ TOWNSEND ST.
NEW BUFFALO, MI 49118

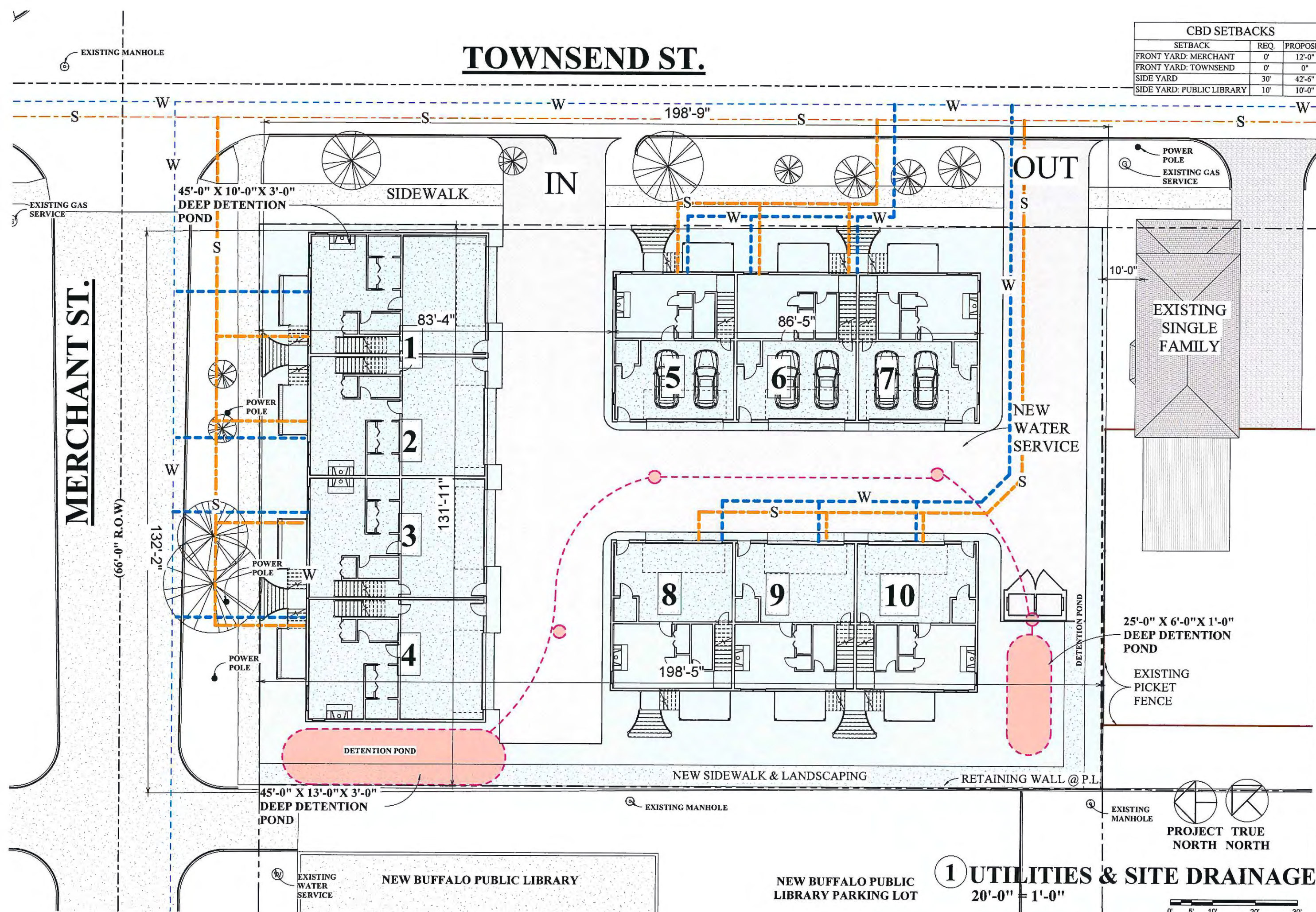
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PLAN	12/20/21
COMMISSION	
REVISIONS	04/20/22

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UTILITIES
AND SITE
DRAINAGE

Sheet No.
A-4

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1 UTILITIES & SITE DRAINAGE

20'-0" = 1'-0"

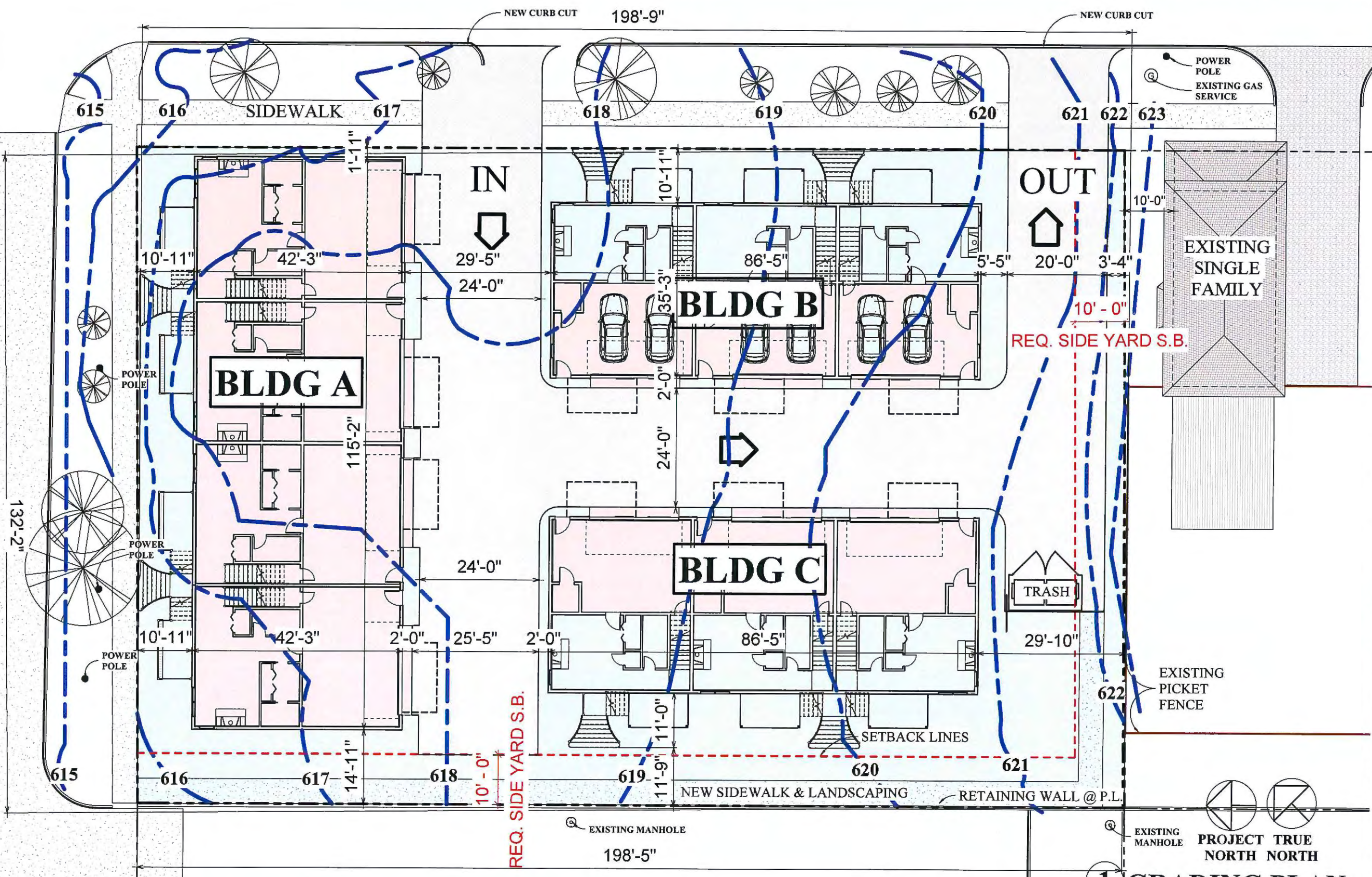


TOWNSEND ST.

Architect:
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Phone: (312) 550-7008
Bill@McCullumArchitects.com

BUFFALO/TOWNSEND ST.
NEW BUFFALO, MI 49118

MERCHANT ST.



(66'-0" R.O.W)

132'-2"

1 GRADING PLAN

20'-0" = 1'-0"



REVISIONS	
AS BUILTS	07/12/21
PLAN COMMISSION	12/20/21
REVISIONS	04/20/22

JOB #: 2235
Drawn by: Mateja Horonic-Kidder

GRADING PLAN

Sheet No. A-5

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EXISTING WATER SERVICE
NEW BUFFALO PUBLIC LIBRARY

NEW BUFFALO PUBLIC LIBRARY PARKING LOT

EXISTING PICKET FENCE

REQ. SIDE YARD S.B.

REQ. SIDE YARD S.B.

OUT

IN

EXISTING SINGLE FAMILY

TRASH

BLDG C

BLDG B

BLDG A

SIDEWALK

NEW SIDEWALK & LANDSCAPING

RETAINING WALL @ P.L.

SETBACK LINES

EXISTING MANHOLE

EXISTING MANHOLE

PROJECT TRUE NORTH NORTH

198'-5"

198'-9"

NEW CURB CUT

NEW CURB CUT

EXISTING MANHOLE

EXISTING GAS SERVICE

POWER POLE
EXISTING GAS SERVICE

POWER POLE

POWER POLE

POWER POLE

615

616

617

618

619

620

621

622

615

616

617

618

619

620

621

622

623

10'-11"

42'-3"

29'-5"

24'-0"

10'-11"

86'-5"

5'-5"

20'-0"

3'-4"

10'-0"

10'-11"

42'-3"

115'-2"

24'-0"

24'-0"

86'-5"

29'-10"

10'-11"

42'-3"

2'-0"

25'-5"

2'-0"

11'-0"

615

616

617

618

619

620

621

14'-11"

10'-0"

11'-9"

1

EXISTING WATER SERVICE

Architect:
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McCollum

Address:
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Union Pier, MI 49129
Phone: (312) 550-7008
Bill@McCollumArchitects.com

BUFFALO/ TOWNSEND ST.

NEW BUFFALO, MI 49118

REVISIONS	
AS BUILT	07/12/21
PLAN COMMISSION	12/20/21
REVISIONS	04/20/22

JOB #: 2235

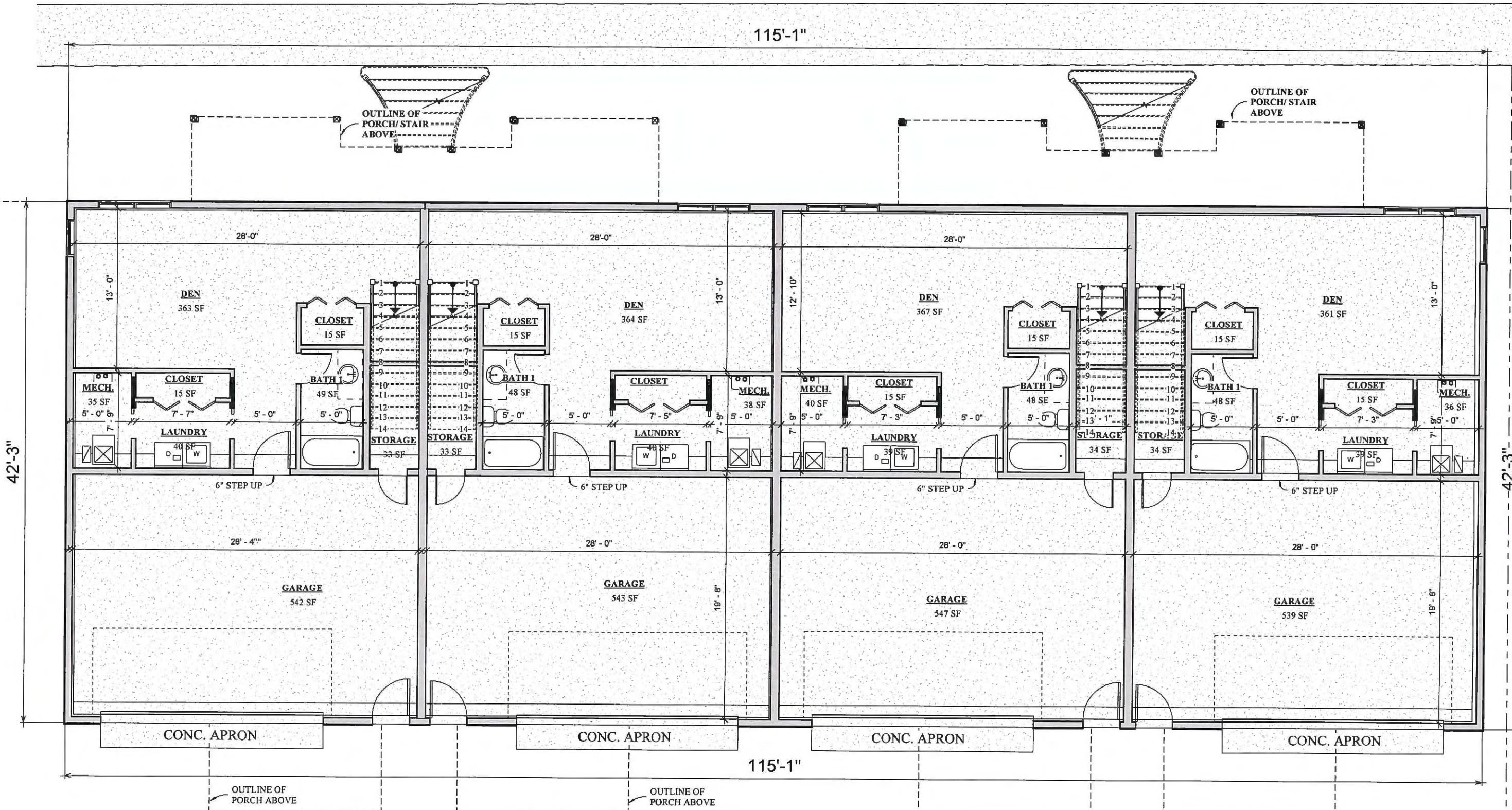
Drawn by: Mateja Horonic-Kidder

**BUILDING A -
BASEMENT
PLAN**

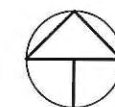
Sheet No.

A-6

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McCollum Architects



**4 UNIT BLDG A - BASEMENT
1 PLAN**
1/8" = 1'-0"



Architect:
William O.
McCullum

Address:
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Union Pier, MI 49129
Phone: (312) 550-7008
Bill@McCullumArchitects.com

BUFFALO/ TOWNSEND ST.
NEW BUFFALO, MI 49118

REVISIONS	
AS BUILTS	07/12/21
PLAN COMMISSION	12/20/21
REVISIONS	04/20/22

JOB #: 2235

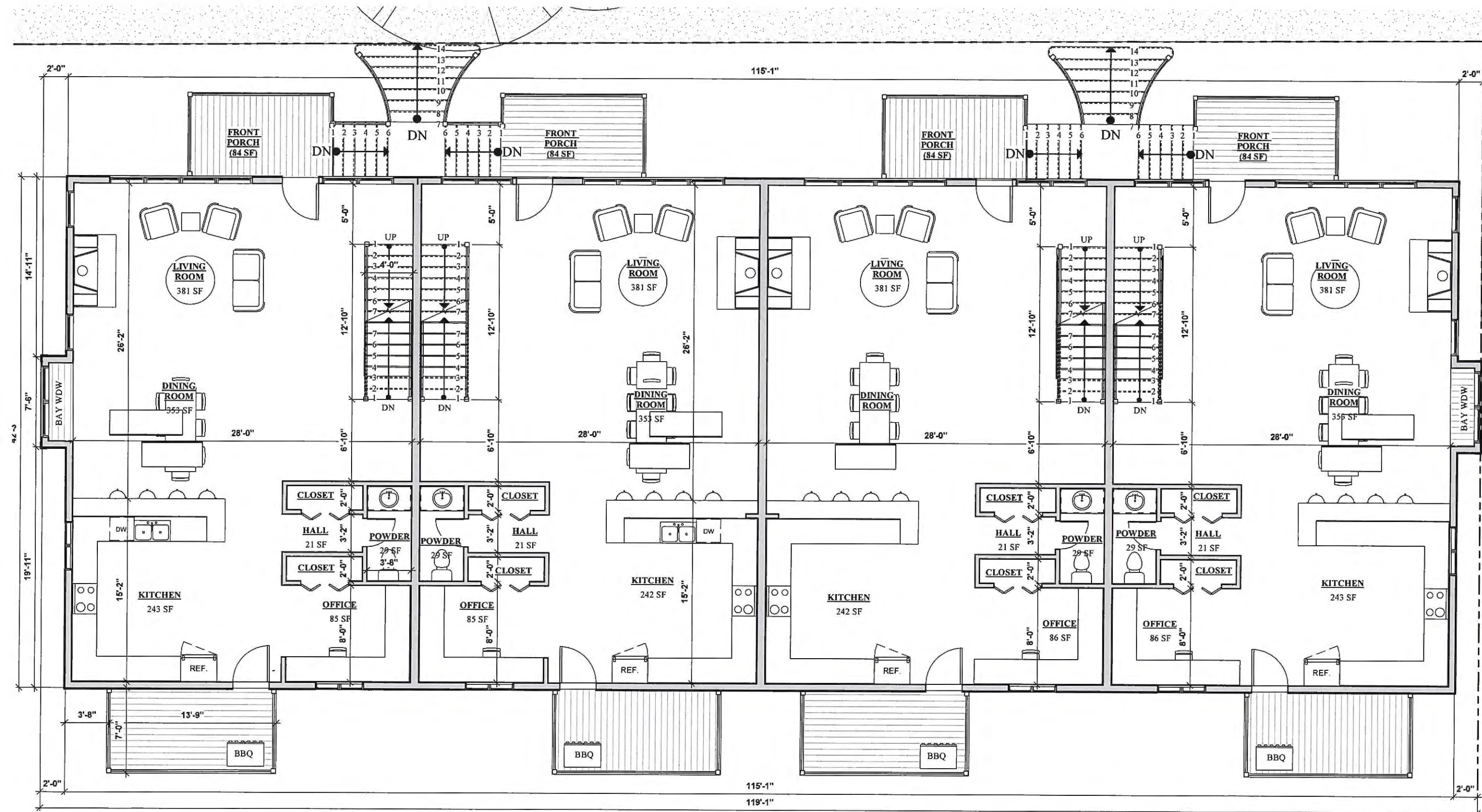
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BUILDING A -
1ST FLOOR
PLAN

Sheet No.

A-7

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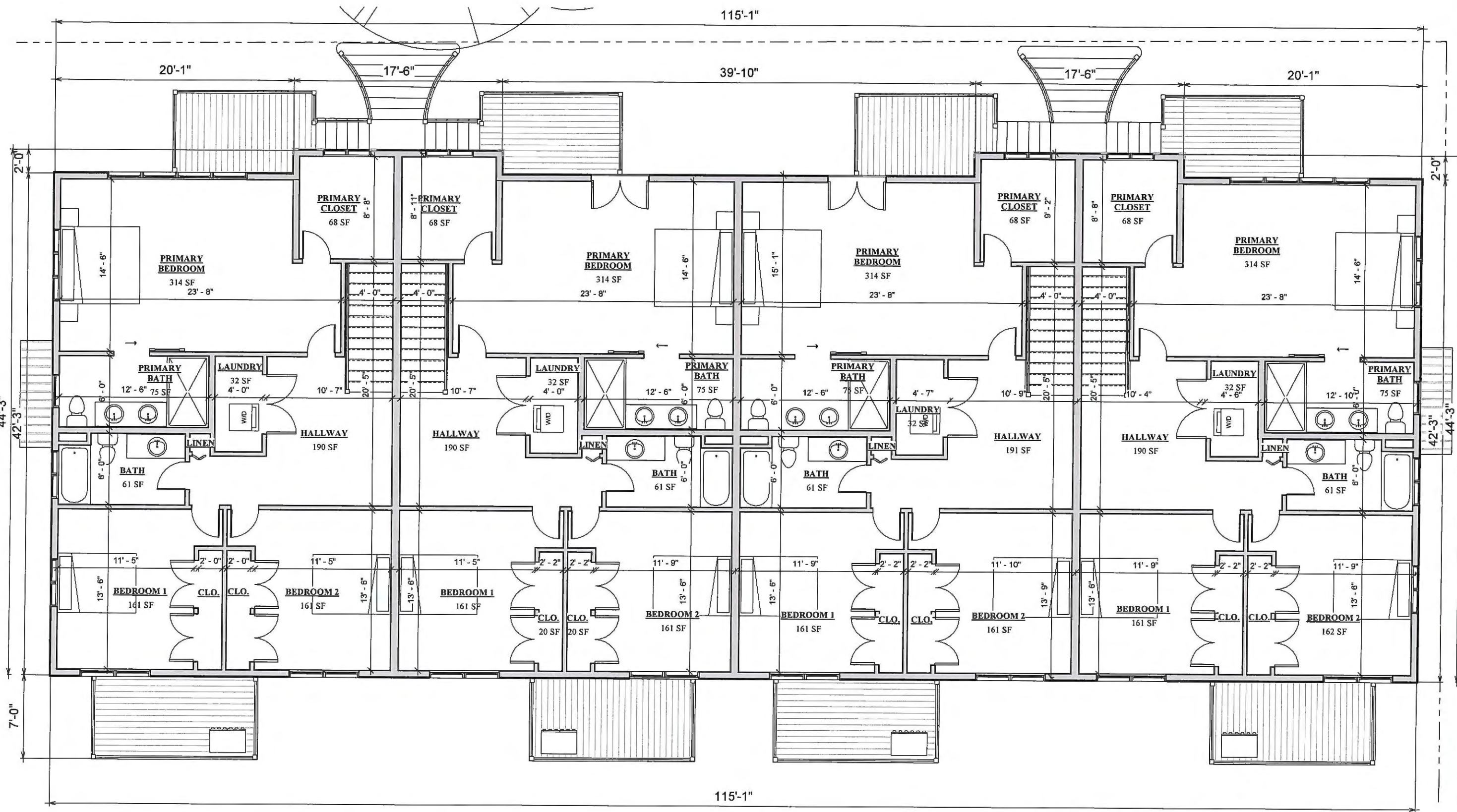


4 UNIT BLDG A - 1ST FLOOR
1 PLAN
1/8" = 1'-0"

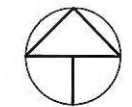


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4 UNIT BLDG A - 2ND FLOOR
1 PLAN
 1/8" = 1'-0"



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COMMISSION	
REVISIONS	04/20/22

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BUILDING A - 2ND FLOOR PLAN

Sheet No.
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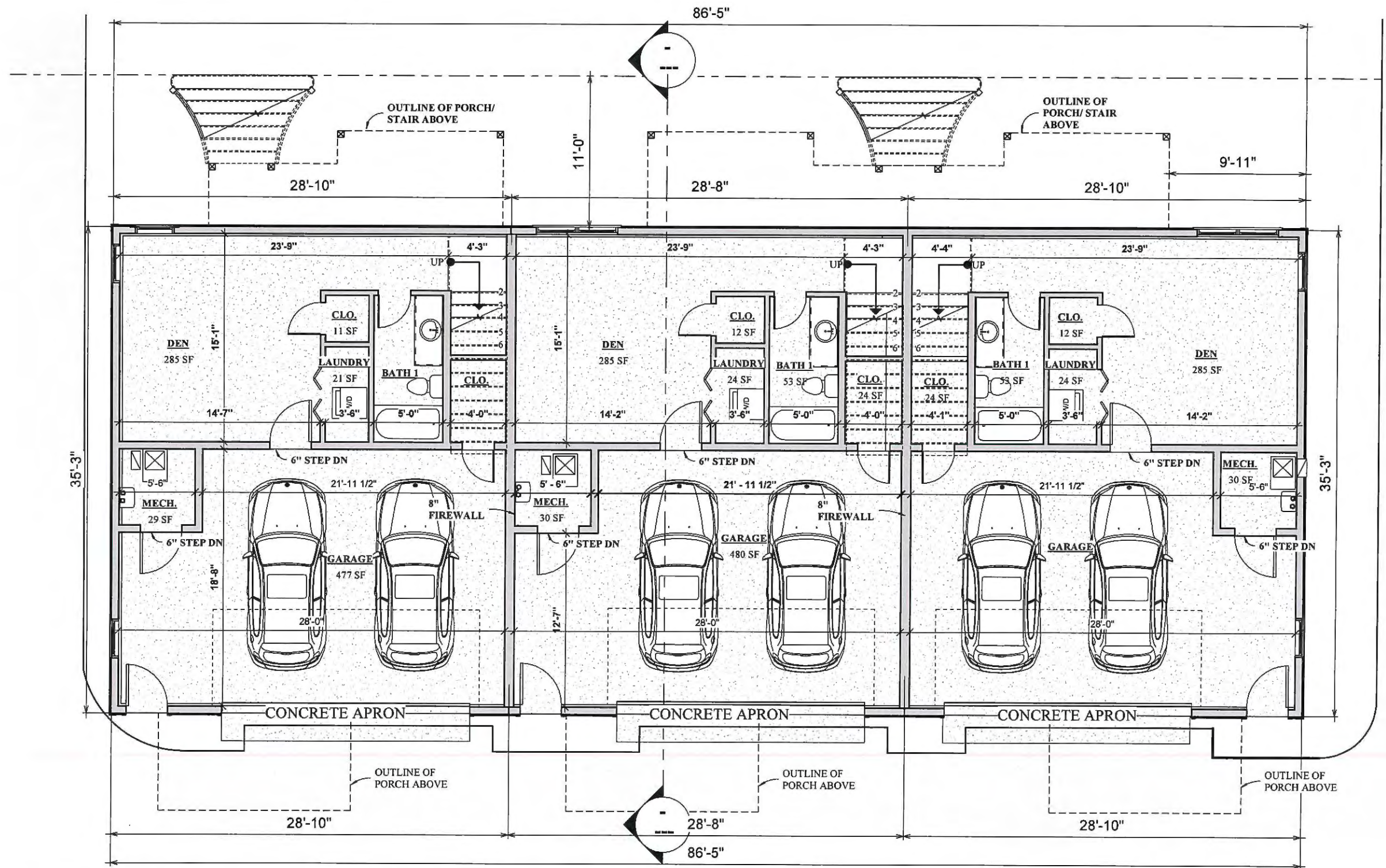
REVISIONS	
AS BUILTS	07/12/21
PLAN COMMISSION	12/20/21
REVISIONS	04/20/22

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BUILDING B - BASEMENT PLAN

Sheet No.
A-9

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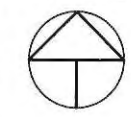


GROSS BUILDING AREA CALCULATIONS				
	EXISTING	PORCHES	GARAGE	COMBINED
Second Floor	881			881
First Floor	881	109+50		1,040
Lower Level	403	0	478	881
Totals	2,165	159	478	2,802

3 UNIT BLDG B - BASEMENT

1 PLAN

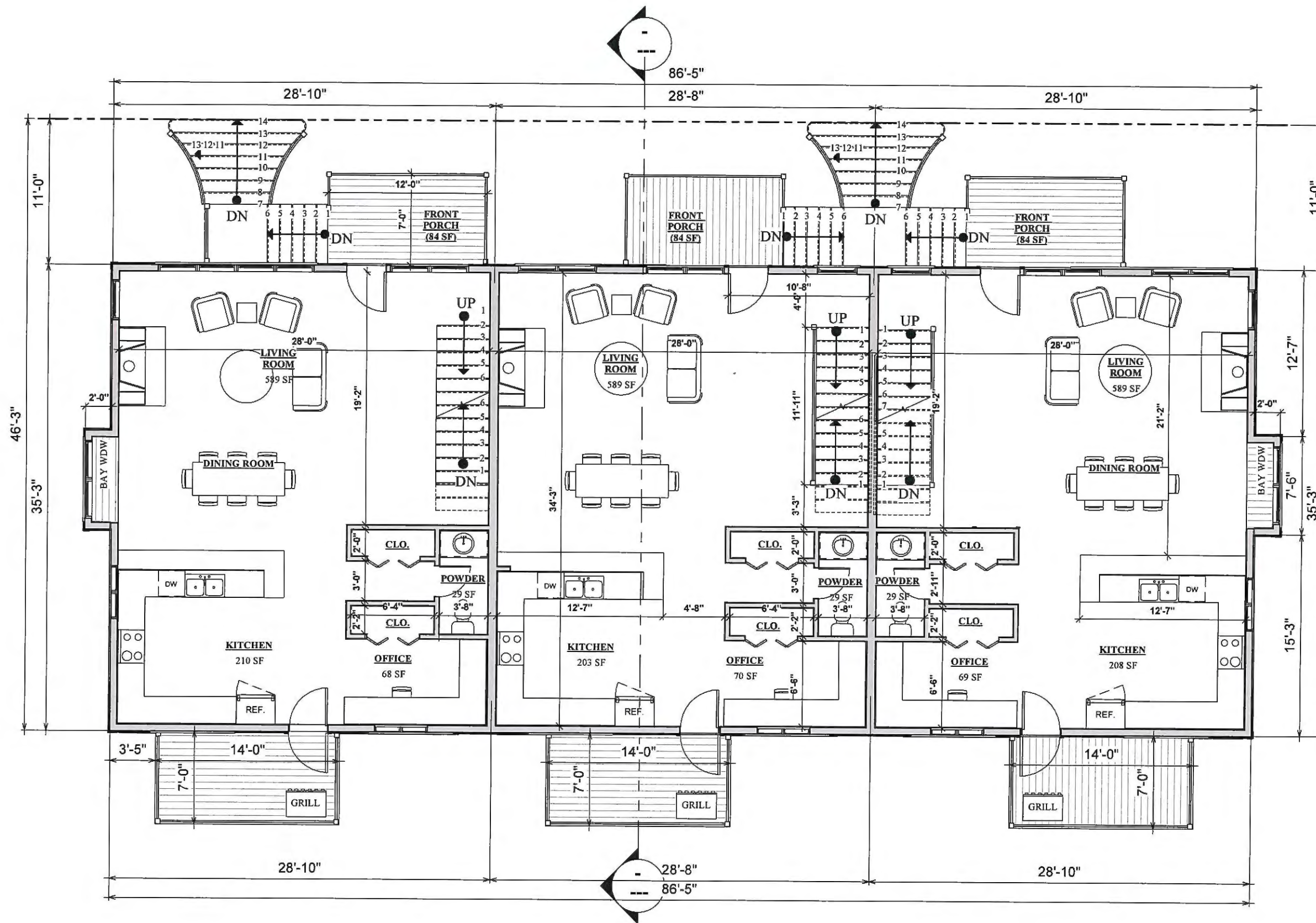
1/8" = 1'-0" 0' 1' 2' 4' 8' 12'



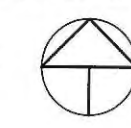
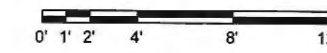
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3 UNIR BLDG B - 1ST FLOOR
1 PLAN
1/8" = 1'-0"



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BUILDING B - 1ST FLOOR PLAN

Sheet No.
A-10

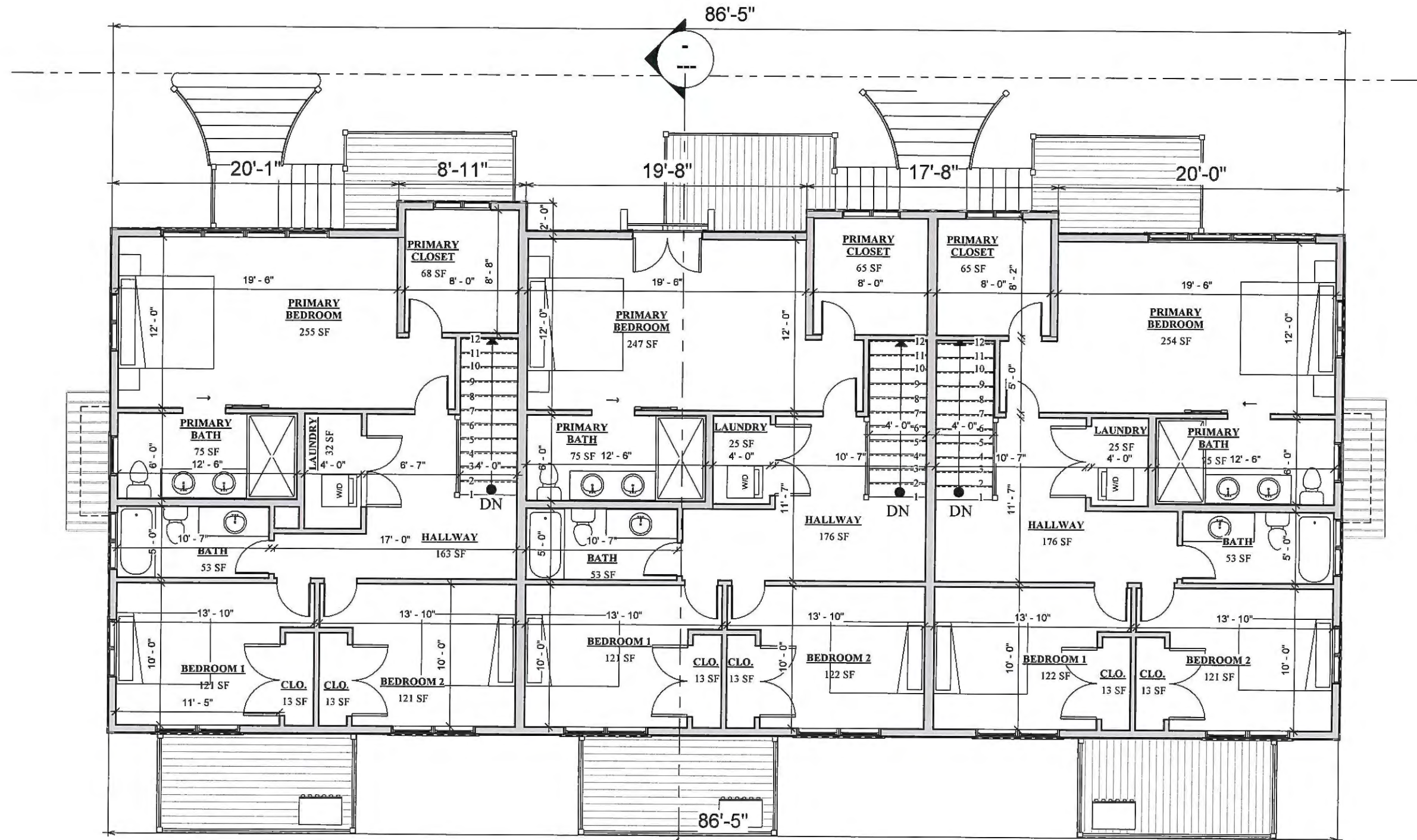
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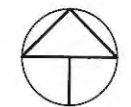
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3 UNIT BLDG B - 2ND FLOOR
1 PLAN
1/8" = 1'-0"



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BUILDING B - 2ND FLOOR PLAN

Sheet No.
A-11

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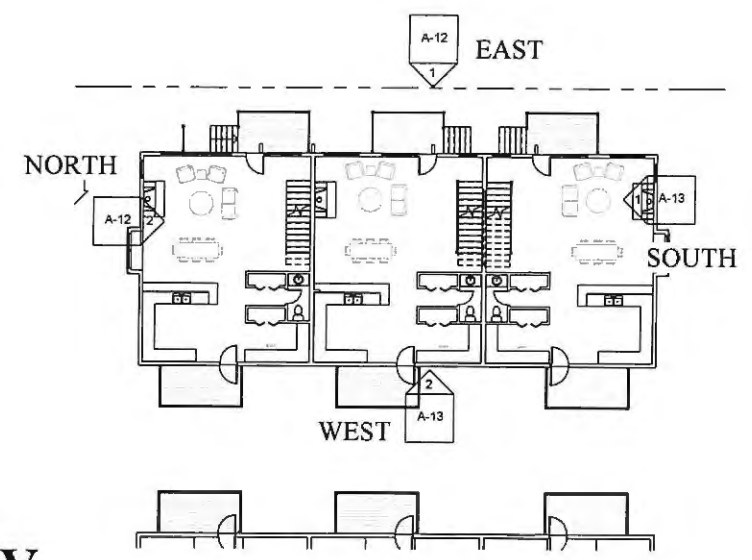
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FRONT ELEVATION @
1 TOWNSEND ST.
 1/8" = 1'-0"



2 SOUTH ELEV.
 1/4" = 1'-0"



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EXTERIOR ELEVATIONS

Sheet No.
A-12

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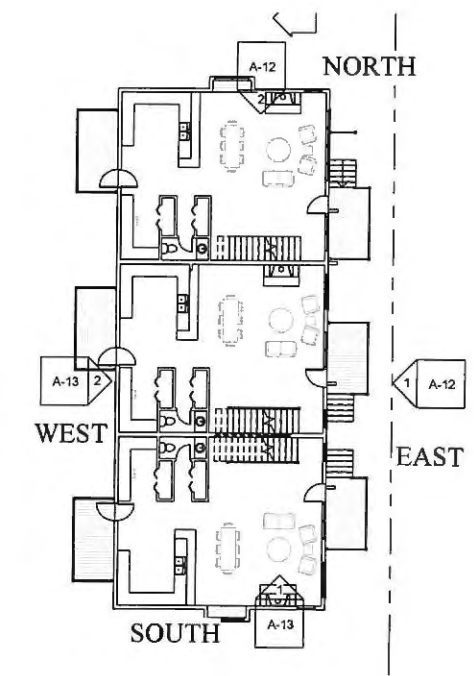
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2 REAR ELEVATION @ ALLEY
 1/8" = 1'-0"



1 NORTH ELEV.
 1/8" = 1'-0"



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EXTERIOR ELEVATIONS

Sheet No.
A-13

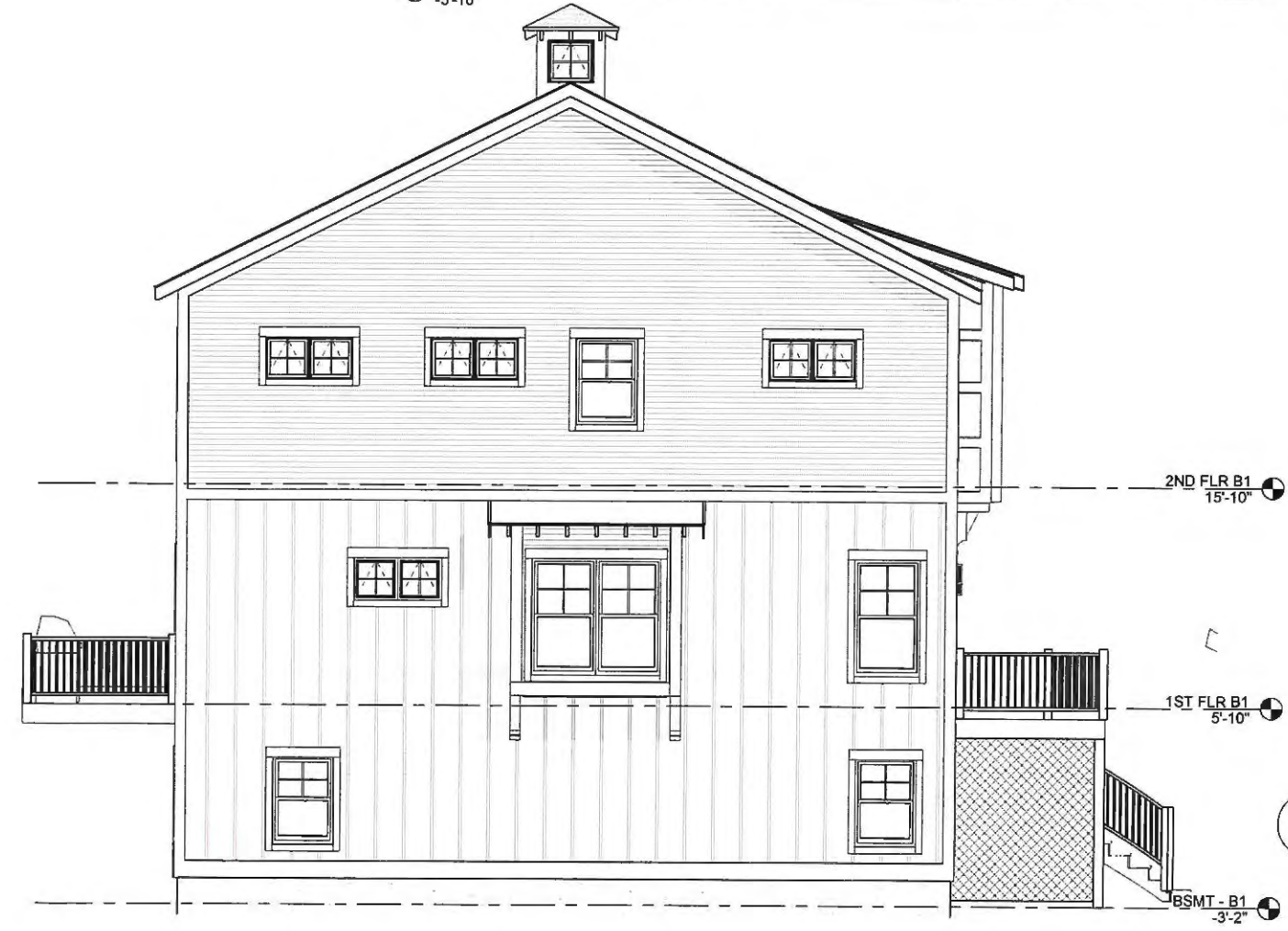
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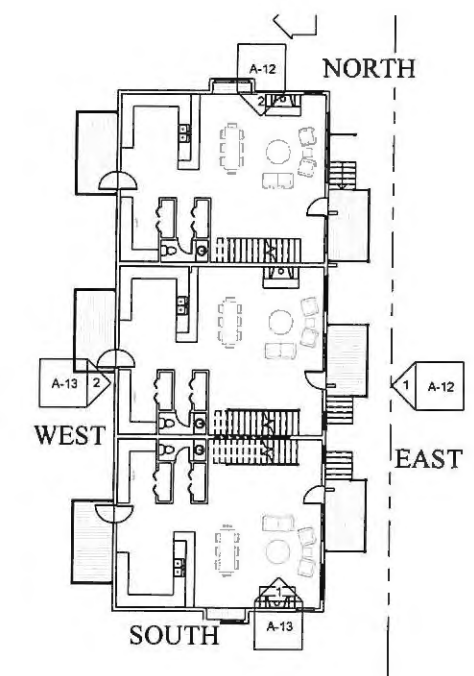
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2 REAR ELEVATION @ ALLEY
 1/8" = 1'-0"



1 NORTH ELEV.
 1/8" = 1'-0"



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EXTERIOR ELEVATIONS

Sheet No.
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