

**Village of Lawton**  
**REGULAR PLANNING COMMISSION MEETING**  
**125 S. MAIN, LAWTON MI 49065 269.624.6407**  
**Tuesday, March 4, 2025 at 7:00PM**

**AGENDA**

1. **Call to Order:**
2. **Roll Call:**
3. **Approval of Agenda:** Motion to approve the Planning Commission Agenda for March 4, 2025 as presented (or as amended with additions/changes/deletions).
4. **Approval of Minutes:** Motion to approve the Planning Commission Minutes of February 4, 2024 (or amended with additions/changes/deletions)
5. **Public Comment / Communications:** (related to agenda items only - limit 3 min/person)
6. **New Business:**
  - A. Site Plan for 400 Walker St.....Staff Recommends Approval
  - B. Applications                   for                   Planning                   Commission                   Vacancy  
.....Discussion
7. **Unfinished Business**
8. **Public Comment/ Hear from the Audience:** (Limit of 3 min/person for general comments)
9. **Planning Commissioner Comments:**
10. **Adjournment:**

**Village of Lawton**  
**REGULAR PLANNING COMMISSION**  
**125 S. MAIN, LAWTON MI 49065 269.624.6407**  
**Tuesday, February 4, 2025 - 7:00 PM**

**MINUTES**

- 1. Call to Order:** J. Peterson called the meeting to order at 7:01 p.m.
- 2. Roll Call:** Present: J. Peterson, P. Rathbun, P. Chmiel, and M. Dudek. Absent: B. Allen, C. Knapp and K. Hellman. Also Present: T. Hackenberg (via Zoom), M. Leonard and three (3) guests: Brian French, Dan Deboer, and Seth Barr.
- 3. Approval of Agenda:** P. Chmiel, supported by M. Dudek, made a motion to approve the Planning Commission Agenda as presented. Motion approved by unanimous voice vote.
- 4. Approval of Minutes:** P. Rathbun, supported by P. Chmiel, made a motion to approve the Planning Commission Minutes of December 03, 2024, with the change of a grammatical error. Motion approved by unanimous voice vote.
- 5. Public Comment / Communications:** None.
- 6. New Business:**

**A. Site Plan for 825 N Main St.:**

Brian French, owner of the property located at 825 N Main St., presented a fact sheet outlining the services his material sorting and recycling company will provide. He explained that his company specializes in converting solid waste materials into usable solid fuels, which serve as substitutes for traditional fossil fuels. His immediate goal is to create 3-5 jobs, with plans to expand to 20 jobs within the next five years. B. French also operates a similar facility in Mishawaka, IN, which produces the same types of fuel; however, the proposed Lawton facility will be three times larger.

In response to a question from J. Peterson about his decision to locate the facility in Lawton, B. French shared that Lawton is his hometown, where he grew up, and he hopes to give back to the community.

B. French also presented some modifications to the site plan. Seth Barr, representing Bosch Engineering, provided details on the proposed changes, which include the following:

- The elimination of a loading dock, reducing the amount of concrete needed.
- Raising the building by one foot due to water table issues on the property.
- The omission of gutters and downspouts from the current plan, with the option to install them at a later date.
- The building will be sufficiently set back from the property line to ensure that water runoff remains contained on the property.
- MDOT has approved the drive, which is the only access point from Main St.

B. French noted that there is ample space for future expansion on the property. When asked about the timeline for breaking ground, he stated that construction would begin as soon as the site plan is approved.

J. Peterson inquired about truck parking, to which B. French clarified that there will be no general parking; instead, trucks will drop off materials and leave, with an expected daily traffic of at least six trucks.

The topic of water usage was addressed, and B. French assured the Planning Commission that no water will be discharged into the creek, as all treated water will be reused within the facility.

After discussing the proposed changes, the Planning Commission concluded that the site plan meets the necessary requirements. P. Rathbun made a motion, supported by M. Dudek, to approve the site plan for 825 N Main St. The motion was approved unanimously by voice vote.

#### **B. Wind and Solar Ordinance**

The Planning Commission discussed the potential for placing solar panels in both residential and commercial areas. It was decided that solar panels should not be allowed on commercial properties, as this could lead to the development of solar farms. The consensus was to permit solar panels on residential homes and businesses, specifically mounted on roofs rather than installed on the ground.

As there is currently no existing ordinance for solar panels, this would require the creation of a new ordinance. The Commission agreed that a site plan would be required, followed by a building permit, and the installation of solar panels would be treated similarly to an accessory building. Additionally, proposals would need to include sizing details, ensuring that the solar panels are proportional to the size of the structure (for example, a 1,000 sq ft house should not have more than 500 sq ft of panels).

The lifespan of solar panels and their potential impact on blight were discussed, with consideration given to how they might affect the aesthetic or condition of properties over time. T. Hackenberg will review neighboring permits and compile these ideas into formal verbiage for the new ordinance.

No further action is required from the Planning Commission at this time.

#### **7. Unfinished Business:**

##### **A. Cell Tower Ordinance**

T. Hackenberg inquired if the Planning Commission had any questions for Suzanne from Progressive AE, as he is scheduled to meet with her in the coming week. The Planning Commission recommended that the ordinance be prepared for an upcoming public hearing.

#### **8. Public Comment / Hear from the Audience:** None.

#### **9. Planning Commissioner Comments:** J. Peterson informed the Planning Commission that Kevin Hellman has resigned from his position. She praised his dedication to the master plan and noted the valuable experience and knowledge he brought to the commission. The Planning Commission has received two applications for the vacant position. It was suggested that the vacancy be publicly advertised. M. Leonard confirmed she will post the announcement on social media, in the *Courier Leader*, and in the Village Newsletter.

J. Peterson called for a motion to approve the resignation of K. Hellman. P. Chmiel made the motion, supported by M. Dudek, to approve the resignation of K. Hellman.

#### **10. Adjournment:** M. Dudek, supported by P. Rathbun, made a motion to adjourn the meeting at 8:10pm. Motion approved by acclamation.

Respectfully Submitted,  
Melina Leonard

# Site Plan Review

## Introduction

Site plan review provides the Village with an opportunity to review the proposed use of a site in relation to all applicable provisions of the Zoning Ordinance and Village planning. Site plan review also provides the Village with an opportunity to review the relationship of the plan to surrounding uses, accessibility, on and off-site pedestrian and vehicular circulation, off-street parking, public utilities, drainage, natural features, screening, and other relevant factors which may have an impact on the public health, safety and general welfare.

A site plan is required for review by the Planning Commission whenever one (1) or more of the following conditions apply:

- Whenever a building permit is required for the erection or structural alteration of a building (other than single-family homes / accessory buildings or agricultural buildings in agriculturally zoned areas).
- Any Subdivision or Planned Unit Development, including Condominium Developments and Manufactured Home Communities
- For the construction, use, or establishment of a new or expanded parking or storage area.
- For all special land uses or where use is changed to different use or added to existing use.
- For any change in use or class of use as determined significant by the Village.
- Essential Service facilities and Wireless Communication facilities

## Site Plan Submission Requirements

Listed below are the basic submission requirements for all Site Plan applications.

- Applicable fee (If additional reviews are required, additional fees will be collected)

Nine (9) hard copies and one (1) digital of the following:

- Application (completed and signed)
- Site Plan (signed, sealed and dated by an appropriate professional, and folded)
- Landscaping Plan (Existing)
- Development Impact Statement (if applicable)
- Any other information required by the Zoning Ordinance (i.e. legal documents, etc.)
- Signage for the project may be included on the site plan thus eliminating the need to obtain it separately.

- ***Incomplete submissions will not be accepted.***
- ***If you have any questions prior to submitting your application, please contact the Village Manager at (269) 624-6407.***

# Site Plan Review Process

- The initial application for site plan review must be received by the Village a minimum of thirty (30) days prior to the next regularly scheduled Planning Commission meeting to be eligible for placement on that meeting.
- Upon submission of a complete application, the site plan and all associated documents are forwarded to the applicable reviewing agencies, Departments and professionals for comment and review.
- The application will be placed on the next available agenda of the Planning Commission.
- All reviews completed for the application will then be submitted to the Village in a timely fashion for distribution to the Village Planning Commission. A copy of all reviews will also be forwarded to the applicant for their review.
- The Planning Commission will make a decision to approve, deny or postpone the decision on an application at its regularly scheduled meeting.
- If the Planning Commission makes a motion to approve the site plan, the plan approval shall be valid for twelve (12) months from the date of approval. If physical improvement of the site is not in actual progress at the expiration of the approval and diligently pursued to completion, the approval shall be null and void, unless renewed or extended by Planning Commission action. Any request for an extension shall be made in writing. If approval is not extended before expiration of the twelve-month period, then a new application and a new approval shall be required before a building permit may be issued.
- Once approved, the applicant is eligible to proceed to Engineering review and approval (as necessary) or apply for building permits through the Building Departments.
- If an application is approved with conditions, all conditions of approval must be met prior to proceeding to Engineering review or Building permits being issued.

## Village Information:

The Village is Located at:  
125 S Main Street PO Box 367

The Village Contact Numbers:  
Phone: (269)624-6407

The Village's Hours are:  
Monday - Friday 8 a.m.- 5 p.m.

## Planning Commission Dates:

The Planning Commission holds its regularly scheduled meeting on the FIRST Tuesday of each month at 7:00 p.m. unless otherwise posted

All meetings are held at Village Hall unless otherwise posted.

## Possible Planning Commission Decisions:

- Approve as presented; or
- Approve subject to conditions being met; or
- Postpone (Table) to allow the applicant time to address issues raised at the meeting; or
- Denial of the application as presented

## F.A.Q.

Once I receive review comments can I resubmit site plans prior to a planning commission meeting or the night of.

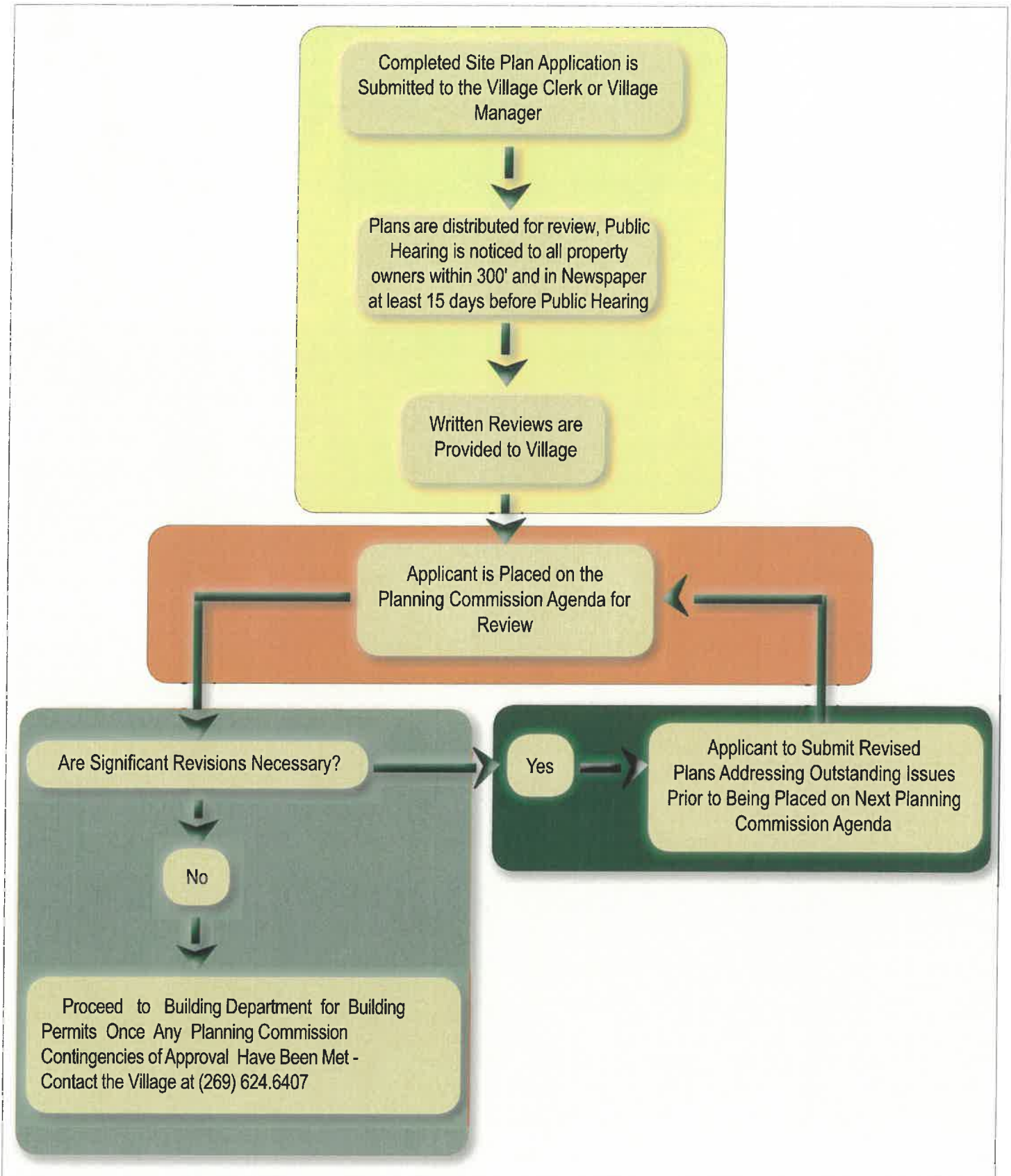
No, once plans have been distributed, and reviewed, revised plans will not be accepted.

# Site Plan Review Process (Planning Commission Review)

- After being placed on a Planning Commission agenda, the Planning Commission will review the proposed site plan and all associated material with the application for compliance with the Village Zoning Ordinance.
- In addition to the strict criteria of the Zoning Ordinance, the Planning Commission will also review the proposed application for compliance with the following general planning standards:
  - **Vehicular access and circulation.**
    1. Access. The location and design of driveways providing vehicular access to the site shall be arranged to promote the safety and convenience of vehicles and pedestrians and to provide access in a manner that promotes proper internal circulation, taking into consideration such issues as proper driveway alignment, driveway spacing and internal connectivity between sites. The Planning Commission shall require public streets adjacent or through a proposed development when it is necessary for the public health, safety and welfare, and/or provide continuity to the public road system. In those instances where the Planning Commission determines that there are an excessive number of curb-cuts in relation to abutting public roads, thereby diminishing the capacity of the road or creating excessive points of conflict, a reduction in the number of driveways shall be required.
    2. Circulation. On-site circulation shall be clearly indicated on the plan. Access lanes, maneuvering lanes, parking stalls, stacking lanes, loading/unloading bays and doors, shall be designed in a manner that promotes the general safety, convenience, and interaction of both vehicles and pedestrians. The relationship to and the impacts upon adjacent properties shall also be considered.
  - **Relationship to surrounding property.** All site development features shall be arranged to minimize the potential for negatively impacting surrounding property. In making this determination, the Planning Commission shall review the plan for negative conditions, such as, but not limited to:
    1. Channeling excessive traffic onto local residential streets.
    2. The lack of adequate screening of parking, maneuvering, or service areas.
    3. Excessive visual pollution caused from lighting and debris.
    4. The building structure and use shall be generally consistent in size, scale, and intensity with the adjacent uses.
    5. The impediments to the access of emergency vehicles.
  - **Relationship to natural features.** All buildings, driveways, parking lots, and site improvements shall be designed to be compatible with all natural features on-site. The site buildings and improvements shall not encroach into the physical characteristics of the site, such as wetlands, floodplains and natural drainageways, and shall minimize the impact on environmental features, including, but not limited to, woodlands, slopes and sensitive soils. The proposed development shall not needlessly have an adverse impact on the natural environment of the site or the surrounding area. In no way shall natural drainageways or other natural water retention bodies be altered in a manner that reduces or significantly alters the current drainage location, patterns or volumes.
  - **Infrastructure.** The Planning Commission shall consider the Department of Public Work's and/or the Village Engineer's evaluation of the adequacy of public or private utilities proposed to serve the site, including water, sanitary sewers and stormwater retention.



# Site Plan Review Process Flowchart



# Village of Lawton

Village of Lawton Offices  
125 S Main Street, P.O. Box 367  
Lawton MI 49065  
phone: (269) 624.6407

## TYPE OF REVIEW:

Site Plan

Special Land Use

Submission Date: 2/27/25

Fee: \_\_\_\_\_

Receipt #: \_\_\_\_\_

APPLICANT'S NAME: Bosch Architecture

Address: 8065 Vineyard Parkway

City/State/Zip: Kalamazoo, MI 49009

Phone: 269-321-5151

Fax: \_\_\_\_\_

E-mail: nloeks@boscharch.com

PROPOSED DEVELOPMENT: Name of Development: Welch's Fire Pump House

Proposed Use: Fire Pump House

Parcel #: 80-45-700-084-01

Acreage: 20.685

Lot Area: 901,078 sf

Lot Depth: 1'

Lot Width: 1'

Existing Zoning: Industrial Proposed Zoning: Industrial Zoning of Surrounding Property: \_\_\_\_\_

Site Location/Address: 400 Walker Street, Lawton, MI 49065

(please provide the complete legal description & attach separately or provide on site plan).

SITE PLAN PREPARER: Same as Applicant

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

DEVELOPER: (If not same as applicant) Bosch Architecture

Address: 8065 Vineyard Parkway

City/State/Zip: Kalamazoo, MI 49009

Phone: 269-321-5151

Fax: \_\_\_\_\_

E-mail: nloeks@boscharch.com

LEGAL OWNER: Welch's

Address: 300 Baker Avenue

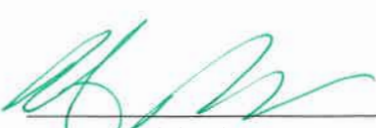
City/State/Zip: Concord, MA 01742

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

The applicant or representative must be present at the Planning Commission meeting if Planning Commission review is required. The undersigned deposes that foregoing statements and answers and accompanying information are true and correct:

  
Signature of Applicant

Please type or print your name below

Nick Locks

\*   
Signature of Legal Owner

Please type or print your name below

Nick Locks, PE

SIGNED ON BEHALF  
OF WELCH'S



# Site Plan Submission Requirement Checklist

The site plan checklist on the following pages is provided to assist in ensuring that an application is complete. It should not act as a substitute for the full submission requirements outlined in the Village's Zoning Ordinance.

GENERAL SITE DATA	COMPLETE	INCOMPLETE	COMMENTS
Seal and signature of the registered architect, landscape architect, community planner, land surveyor or professional engineer who prepared it.	X		
Dimensions of all improvements and yards shall be labeled in a manner that clearly indicates the plan's compliance with the applicable Zoning Ordinance standards and requirements. Include proposed finished grades of all improvements.	X		
Northpoint and scale should customarily be provided at one (1) inch = twenty (20) feet, or one (1) inch = thirty (30) feet.	X		
Complete legal description	X		
Parcel identification number	X		
Size of the site	X		
General location sketch and location map showing major roads, nearby cross-streets and property lines, where necessary.	X		
Zoning of site and all surrounding property. If the site has split zoning, show the line between the districts.	X		
Proposed address, if available.	X		
Location of existing structures and improvements. (Indicate if any such structure or improvement is to be removed).	X		
Location of proposed structures and improvements.	X		
Yards/setbacks and critical dimensions between buildings and other site improvements.	X		
Existing improvements (buildings, parking, driveways, sidewalks, signs, fences, walks etc.) within three hundred (300) feet of all property lines.	X		
Topography at two-foot contours (existing and proposed).	X		
Benchmarks, including any site amenities and unique features.	X		
Recorded easements and rights-of-way with liber and page numbers.	X		

<b>BUILDING PLANS</b>	<b>COMPLETE</b>	<b>INCOMPLETE</b>	<b>COMMENTS</b>
All architectural building elevations (front, sides and rear).	X		
Type of surface material and design of all exterior surfaces.	X		
Dimensioned floor plans (principal and accessory buildings).	X		
Decks and/or patios (dimensions, location, height and materials).	X		
All exterior appliances, such as cooling towers, dust collectors, condensers, evaporators and the like, and method of screening.	X		
<b>ACCESS, PARKING &amp; CIRCULATION</b>	<b>COMPLETE</b>	<b>INCOMPLETE</b>	<b>COMMENTS</b>
Existing and proposed rights-of-way for all abutting roads.	X		
Location and dimensions of all driveways and street approaches.	X		
Indicate the type of surface (paving) and provide curb and gutter details.	X		
Parking spaces (location, number, dimensions, aisle dimensions and surface material).	X		
Site circulation pattern (direction of pedestrian and vehicular traffic flow if one-way or not obvious from the arrangement).	X		
Identification of all fire lanes.	X		
Sidewalks, interior walks and their connection. Interior sidewalks shall provide a connection to the eight-foot exterior sidewalk.	X		
Sidewalks, six-foot asphalt along all exterior roadways.	X		
Carport locations and details (including architectural elevations).	X		
Location of emergency access roads.	X		
<b>ENVIRONMENTAL FEATURES</b>	<b>COMPLETE</b>	<b>INCOMPLETE</b>	<b>COMMENTS</b>
Complete landscaping plan, including ground cover and the location, number, type and size of all proposed plantings.	X		
Indications of trees and shrubs shall only be used on the site plan where trees and shrubs exist, or where such vegetation will be planted prior to occupancy. All such trees and shrubs shall be labeled as to size, type and whether existing or proposed.	X		
Whenever a tree or group of trees is to be removed as part of the planned improvements, their location should be shown on the site plan in dotted outline and noted "to be removed".	X		
Greenbelts, walls and/or berm details. (Provide at least one (1) cross-section for each type used.)	X		
Site irrigation (sprinklers). Indicate all areas to be irrigated.	X		

ENVIRONMENTAL FEATURES (CONT.)	COMPLETE	INCOMPLETE	COMMENTS
Treatment of all undeveloped areas (such as seeded, sodded, plantings, maintenance or other).	X		
Trash receptacles and method of screening.	X		
Site lighting details (location, height, type, intensity, method of shielding, and a ground level illumination plan (if required)).	X		
Wetlands shall be indicated on the plan if wetlands are suspected or known to exist on a site, or if a general wetlands map indicates the potential presence of a wetland in the area of the site.	X		
Environmental impact statement (as applicable).	X		
OTHER INFORMATION	COMPLETE	INCOMPLETE	COMMENTS
Location of all proposed site utilities including fire hydrants or dry hydrants.	X		
Site drainage characteristics/improvements including stormwater	X		
Park and/or recreation areas (show boundary and size in square feet).	X		
Fences, screen walls, or other similar structures (location and details).	X		
Statistical data shall be furnished, including: number of dwelling units; size of dwelling units (i.e., One (1) bedroom, two (2) bedrooms and three (3) bedrooms), if any; and the total gross acreage involved. (In the case of mobile home parks, the size and location of each mobile home site shall be shown.)	X		
Where large equipment or machinery is to be installed as part of the development, the location, type, horsepower, fuel, dimensions, and other data of all such equipment and/or machinery shall be indicated.	X		
Location of storage, use and disposal areas, if any, for hazardous substances, and evidence of approval by the applicable Federal, State or local review agency.	X		
List of hazardous substances used, stored or generated at the proposed facility, in accordance with procedures of the Planning Commission.	X		
If phasing is proposed or intended, it shall be clearly shown on the site plan.	X		
Sign information.	X		
Legal documents: e.g. Master Deed, Cross Access Easements, etc.	X		