

**Special Birch Run Township Planning Commission Meeting  
December 4, 2017 at 7:00 p.m.  
Birch Run Township Meeting Room  
11935 Silver Creek Dr, Birch Run, Michigan 48415**

**Minutes**

The meeting was called to order by Chairman CJ Norris at 7:00 p.m. with the Pledge of Allegiance to the Flag of the United States of America.

**Members Present:**

CJ Norris, Chair; Steve Schaar, Vice Chair; Michelle Duncan, Recording Secretary; Members Mike Marr, Fred Sheridan, Ed Munson and Elaine Parlberg

**Members Absent:**

Helen Morse

**Motion to Excuse Absentees from the Meeting**

Motion by Parlberg, seconded by Sheridan to excuse absentees from the December 4, 2017 Special Planning Commission Meeting

Motion Carried by Unanimous Voice Vote

**Others Present:**

Michelle Duncan, Recording Secretary; Doug Piggott, Rowe Professional Services Company; Bob Dunigan, Representative for Auto Pride Collision; Ray Letterman, Birch Run Township Supervisor

**Roll Call:**

**In Attendance:** Schaar, Marr, Sheridan, Norris, Munson, Parlberg

**Absent:** Morse

**Minutes:**

Approval of August 16, 2017 Special Planning Commission Meeting Minutes

Motion by Sheridan, seconded by Parlberg, to Approve the August 16, 2017 Special Planning Commission Meeting Minutes

Motion Carried by Unanimous Voice Vote

### **Public Hearing-Zoning Ordinance Amendments:**

Bob Dunigan, representative for Auto Pride Collision, is requesting approval of a site plan and special-use permit to construct an addition to an existing Vehicle Repair Shop.

- i. Public Hearing opened at 7:02 p.m.
- ii. Notification Requirements:
  - Birch Run/Bridgeport Herald (November 15, 2017 edition)
  - *Township Office Informational Board*
  - *Occupants within 300'*
- iii. Applicant presentation  
Bob Dunigan, owner of Auto Pride Collision, states he would like to put an addition onto his existing facility.
- iv. Public Comments/Correspondence  
None
- v. Staff Comments  
Piggott states the preliminary review of the property had many issues, all of which the applicant responded to. Piggott also states the second set of drawings included the requested information from the applicant.

He goes on to state the standards for vehicle repair can't be within approximately 150 feet of a public assembly, but goes on to say the new Birch Run Township fire hall would not fall into this category. Piggott also states there was a question on the drainage on the property, whether it would be installed over the established area.

Sheridan asks if the new fire hall is considered a public meeting place and Piggott states no. Piggott this generally falls in the category of public meeting halls and schools, for example. Marr asks if the applicant added two, 12x24 loading/unloading spaces on the new drawing. Piggott states no, that it's not required. It was an error on Rowe Professional Services Company's part. Parlberg asks if the lights need to be upgraded and Piggott states as-long as the lights are not changed, it's not necessary.

Piggott goes on to state the parking lot was in question, but upon further review, no additional parking would be needed. Schaar asks if there is a plan to change the existing gravel and Dunigan states no. Piggott reminded the Planning Commission of the seven standards of special land uses and states the facility meets all of them. Marr asked if there would need to be a waiver for the landscaping and Piggott states yes.

Marr then asked Piggott if Rowe Professional Services Company would go thru the list again to eliminate errors. Piggott states yes and states this should be added as part of the motion.

- vi. Close Public Meeting at 7:15 p.m.
- vii. Planning Commission Discussion and Recommendation  
 Motion to approve the special land use and proposed addition with the condition that it meets the seven standards stated above.  
 Motion by Marr, seconded by Sheridan to approve the special land use and proposed addition with the condition that it meets the seven standards attached.  
**Ayes:** Marr, Sheridan, Norris, Munson, Parlberg, Schaar  
**Nays:** None

Motion Carried by Unanimous Vote

- Motion to approve the site plan, waive the landscaping requirement, the fire hall is not a public assembly facility and if there is a drainage issue based on the township engineer's calculations, to get the necessary permits to resolve the issue.  
 Motion by Marr, seconded by Sheridan to approve the site plan, waive the landscaping requirement, the fire hall is not a public assembly facility and if there is a drainage issue based on the township engineer's calculations, to get the necessary permits to resolve the issue.  
**Ayes:** Sheridan, Norris, Munson, Parlberg, Schaar, Marr  
**Nays:** None

Motion Carried by Unanimous Vote

**Old Business:**

- 1. Committee report on Private Roads \* Postponed until further action (06-16-14 meeting)
- 2. Aging Parent Structures \* Postponed until further action
- 3. Review amendment language regarding non-conforming uses in various zoning districts  
 Piggott also states section 7 shows requirements to be changed to active non-conforming committee uses should be recommended to the township board for adoption. He also states this should be included in the next meeting agenda. Marr questioned Piggotts comments on the August 16, 2017 meeting minutes, stating they are inconsistent with his current comments. Piggott states he will look into this issue.

**Open Discussion for Issues not on the Agenda:**

Public comments/correspondence received:

Letterman states the unpaved area behind the newly constructed Dollar Tree on Dixie Highway has been driven on by vehicles. Schaar states this is becoming a safety issue. Sheridan asks if Dollar Tree could put up a fence to prevent vehicles from driving in this area.

Letterman asks if there is language on older special-use permits that would allow them to expire? Piggott states if special-use permits are granted for use and then the use was abandoned, the permit would expire after a certain time frame if the ordinance has that language. If that language is added, current owners with special-use permits would have to be notified and the special-use permit could be eliminated after so much time if the property owner has no response, then the planning commission may revoke the permit.

Marr would like the special-use/site plan application to include a statement that by signing the request, the planning commission members are allowed to enter the property.

Letterman also states the new fire hall should be ready to move in by February, 2018.

Planning Commission Members: None  
Members in the audience: None

**Reports:**

Township Board Representative (Fred Sheridan): None

Zoning Board of Appeals (ZBA) Representative (Elaine Parlberg): None  
Norris state Parlberg is no longer a member of the ZBA and requests the representative be changed to her replacement, Mike Marr.

**New Business:**

**Setting Public Hearing Dates**

Norris states the next tentative public hearing date would be December 21, 2017 at 7:00 p.m.

**Other:**

Discussion of cancellation for the December 18, 2017 meeting  
Motion to cancel the December 18, 2017 meeting and reschedule it to December 21, 2017 at 7:00 p.m.

Motion by Sheridan, seconded by Marr to cancel the December 18, 2017 meeting and reschedule it to December 21, 2017 at 7:00 p.m.

Motion Carried by Unanimous Voice Vote

**Announcements:**

*Upcoming meetings for 2017. All meetings are held in the Governmental Center unless noted:*

Township Board Meeting: 2nd Tuesday of each month  
Planning Commission Meeting: Next Meeting is scheduled for December 21, 2017  
ZBA Semi Annual Meeting: 3rd Tuesday in April and October  
DDA Meeting: To be announced

**Adjournment:**

Motion by Parlberg, seconded by Sheridan to adjourn the meeting.

Motion Carried by Unanimous Voice Vote

Planning Commission Meeting ended at 8:05 pm.

---

Mike Marr  
Secretary

Michelle Duncan  
Recording Secretary