

## Birch Run Township Planning Commission

### Special Meeting Minutes Oct 14, 2013

Meeting called to order at 7:00 pm by Chair- Bill Nelson at 7:00 pm

Commissioners Present: Bill Nelson, Fred Sheridan, Elaine Parlberg, Helen Morse, Steve Schaar, CJ Norris. Commissioners Absent: None

Planning Commission Minutes September 16, 2013 - Sheridan made a motion to approve Norris seconded Minutes approved

Public Hearing - Open at 7:02 pm

Notifications requirements met:

Birch Run Twp office, The Saginaw News, Parcels within 300'

### Review of Frankenmuth Site Plan /Special Land Use Permit

Landplan document identifying concerns previously submitted by Eidelson with original site plan.

- Documentation needs to be sent to the Planning Commission to authorize and support purchase and building of Frankenmuth Credit Union from Meijer Corp.
- Final revised site plan submitted 10.14.13

Planning Commission has not been able to review prior to meeting. Eidelson recommended meeting should be viewed as a preliminary with resolution to be developed and submitted at later date.

### Part #2 Site Plan/ Special Land Use Submittal

Original Site Plan non compliant items addressed:

1. Information needs to be submitted as part of a final site plan with delineation of private easements as required by Sec4.04(D)(2)(d) - Meijer needs to have easements submitted
2. Information needed on the height of the building

3. Needed information addressing number of employees
4. Information needed addressing sign dimensions
5. Statement needed to provide all necessary federal, state and county permits
6. Vicinity sketch does not include all roads within a mile radius not required at this time. ( Vicinity sketch needed with boundaries clearly marked with existing Dixie Hwy and Birch Run Rd)

B. Special Land Use Submittal Requirements: Compliant Section 5.02(A)

PART #3 - Conformance to Specific Non-Discretionary Site Development Standards

Special Land Use Submitted Requirements: C-1 District/Table 9-4 :

1. Lot Area addressed as parcel is 1.4 and has come into compliance with the revised site plan increasing the width to allow proper parcel size of 1.5 acres.
2. Lot Width: Compliant
3. Lot Frontage has been increased with new site plan to increase frontage to 213.65 from non-compliance 188' approx.
4. Yard Setbacks: Compliant
5. Building Height: Compliant - see attached revised site plan.
6. Lot coverage: Compliant

B. Off Street Parking (Article 16)

1. Number of spaces: Compliant with revised site plan
2. Location Setback: Compliant with new footprint revised with final site Plan.
3. Loading/Unloading Area: Compliant

C .Landscaping and Screening (Article 17)

1. Side, rear, front yard buffer zones: Compliant- recommendation of 2 trees to be replaced and located so as to continue the character of the existing plantings.

2. Parking lot landscaping and screening: Compliant Section 17.05 satisfied

D. Environmental Protection: Article 18.04 B in regards to lighting. Unclear if lighting is confined to the parcel upon which the light source is located. Lighting may need to be hooded or louvered to prevent light source penetrating beyond lot lines.

E. Access Provisions (Article 19) Site access including private road.

Zoning ordinance verification needed from Birch Run Twp Board as to private road access or easement rights.

- Meijer need to address maintenance costs etc in letter or to be included with information in purchase agreement submitted by FCU
- Meijer needs to address documenting FCU full access rights to Meijer access drive easement.

F. General Provisions (Article 20) No specific requirements

G. Signs: Information needed from Birch Run Twp Board

#### Part 4 : Conformance to Site Plan Approval Standards

##### Section 4.05 Sections Discussion of items 1- 12.

##### Items 1-5 Compliant

- Item 6: addressed with revised site plan of parking spaces and sidewalks
- Item 9: Curb cuts etc. need to be clarified with existing Meijer gas station
- Item 12: Water discharge from FCU site- Planning Commission Board will agree to copy of Purchase agreement- to be provided by FCU
- Items needed to be clarified regarding electrical and water discharge Board will accept a letter from Meijer stating legal access of easement to FCU to include water discharge and also electrical service provided.

#### Part 5 : Section 5.06(A) Conformance to Special Land Use Approval Standards .

##### Discussion of points 1- 7 Compliant

#### Part #6: Summary

Completeness of application: Issues addressed

Compliance with development / Site Plan Standards:

- Resolved with the new site drawing, acreage added to be 1.5 and lot frontage to 213.65
- Additional parking spaces have been accepted.

(\* Noted additional parking is not approved with the expansion portion of the site plan. Additional parking spaces 5-6, possibility to be developed in northeast corner.

- Completeness of easement issues

Review of Birch Run Township Board approval ( 2005) Meijer original site plan and does it include approval of private road issue.

Planning Commission Board has concerns to preliminary approval with conditions. There has been no additional time to study revised site plan, as the new plan was handed out tonight.

- Legal approval of site plan has to include special land use statement of findings and conclusion.
- Discussion on Eidelson to review revised drawing and address any deficiencies and present to the Planning Commission a draft motion of approval for the board to consider at a future date.
- Approval to include documentation for storm sewer and private road documentation will include information contained in the purchase agreement.

Public comment: Schmitzer stated current FCU location is only until Jan 1, 2014 and expressed need for urgency to start construction.

- Motion by Sheridan, Table vote tonight and determine a new meeting date. Hereby giving Eidelson, approval, directing him to review revised site plan drawing, addressing any of the deficiencies. Presenting comments and preparation of a draft motion of preliminary approval for the planning commission board to consider at a future date. With said approval to include documentation for storm sewer and private road documentation. Also to include information contained in the purchase agreement supplied by FCU. With the understanding of a final approval or denial.

Norris seconded motion.

All Approved

- Motion made by Sheridan, Special meeting, Oct 21, 2013 purpose of revisions and comments of site plan, special use permit and take action on approval or denial of FCU. Seconded by Parlberg.

All approved

- Motion made by Norris to waive FCU vicinity sketch in site plan requirement due to location and high visibility in the Meijer's development. Schaar seconded.

All approved

## Section 6 : Old Business

1. Committee report on Private Roads: Schaar presented findings on road commission having no control over private roads, except, for right of way connections which does fall under jurisdiction of state or county.

Currently there are no private road standards from the county.

Edelson has examples assembling some of the proposals and adoption for private road issues.

- Planning Commission will take a look at examples, Edelson to submit.

Garage / Accessory Building: Table on lot coverage article 20.9

Problem is lot areas limited to 2.8 and 2.9 - reduced from prior 25%.

Planning Commission will continue discussion to the solution of varying lot sizes including taking a look at requiring green space, included in 9.4 table.

## Section 7: Open Discussion

## Section 8: Reports

Township Board Representative: Sheridan no report

Zoning Board of Appeals

Representative: Parlberg noted scheduled meeting for Oct 15, 2013

## Section 9: New Business

Sheridan made a motion to change meeting date from Dec 16, 2013 to Dec

Dec 17, 2013. Morse seconded. Approved all.

Section 10: Announcement of future meetings

Township Board 2nd Tues each month,

Planning Commission- Quarterly

ZBA - Semi annually

Motion to be adjourned Sheridan, secondby Parlberg at 10:44 p.m.

Approved all

Respectfully submitted,

Elaine Parlberg, Secretary

eparlberg