

Special Birch Run Township Planning Commission Meeting
May 14, 2018 at 7:00 p.m.
Public hearing for Special Use Permit and Site Plan Approval for Frankenmuth Credit Union
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; Members Mike Marr, Fred Sheridan, Ed Munson and Elaine Parlberg

Members Absent:

Helen Morse

Motion to Excuse Absentees from the Meeting

Motion by Marr, seconded by Parlberg to excuse Helen Morse

Motion Carried by Unanimous Voice Vote

Others Present:

Doug Piggott, Rowe Environmental Services; r; Kurt Kiessling, Birch Run Township Trustee, Keith Kosik TSSF Architects Inc, Vickie Schmitzer Frankenmuth Credit Union, Jeff Schmitzer, Joe Rybiki MLR Engrg, Darn Griffith Cypress Creek Renewable

Roll Call:

In Attendance: Steve Schaar, Mike Marr, Fred Sheridan, CJ Norris, Ed Munson, Elaine Parlberg

Absent: Helen Morse

Public Hearing-Special Use Permit and Site Plan Approval by Frankenmuth Credit Union:

- i. Public Meeting opened at 7:03 p.m.
- ii. Notification Requirements:
 - Birch Run/Bridgeport Herald (April 25, 2018 edition)
 - *Township Office Informational Board*
 - *Occupants within 300'*
- iii. Applicant presentation

- Keith Kosik presented the plan for the additions to the current building as well as the moving of the outdoor ATM machine to the south side of the building and adding a roof over the ATM machine Vickie Schmitzer also mentioned they would like some relief in the required landscaping plan of the east, north side and west side of the lot due to security issues. They would like to remove the six trees on the east side, six trees on the west side and four trees on the north side. Per Doug we can waiver the request for the east and west side and they need no waiver for the northside tree removal.
- iv. Public Comment/ Correspondence

None

v. Staff Comments (Rowe Professional Services Co.)

Doug Piggott stated that 7 general standards listed in section 5.06 were met for the special use permit. All the requirements were met for the site plan except a statement must be added to the final site plan drawings stating compliance to all federal, state, county, and local permits required. Also the approval of the site plan should include that due to a potential squeeze point by the ATM due parking spots in that area that a sign be posted stating only employee parking only. All landscaping requirements are met. Height of the moved light post is not shown. Applicant states that the light pole height is twenty feet. Piggott also reviewed the Site Plan Standards for Approval of Site Plan (Sec. 4.05) and these standards have been met.

vi. Close Public Hearing at 7:27 p.m.

vii. Planning commission discussion and recommendations:

The planning commission waived the need for six additional trees on the east side and six additional trees on the west side of the site plan. The four on the north side are not required to meet requirements.

Motion by Marr, support by Sheridan to approve the special use permit for the relocated ATM Machine

Ayes: Norris, Schaar, Marr, Sheridan, Munson

Abstains: Parlberg

Motion by Sheridan, support by Marr to approve the site plan with the following conditions: Final construction plans be submitted with a note stating compliance to all needed federal, state, county, local permits required, parking spaces to the south of the site will have a sign posted for employees only, the additional six trees to the east and the six trees to the west are waived, the four trees to the north are not required per ordinance, there is no need for a loading/ unloading space, need to submit an updated landscaping plan and the moved light post is twenty foot tall.

AYES: Marr, Norris, Munson, Sheridan, Schaar

ABSTAIN: Parlberg

Old Business:

Committee report on Private Roads (postponed until further action-06/06/14 meeting)

Steve Schaar asked that the Aging parent structures be discussed at the May 31, 2018 meeting. Doug was asked to bring information on the subject at the May 31, 2018 meeting.

Open Discussion for Issues not on the Agenda:

Public comments/correspondence received: None
Planning Commission Members: None
Members in the audience:

Darin Griffith a solar engr with Cypress Renewable addressed the board with respect to three projects they are working in Birch Run Twp. A discussion followed. Hat he really needs is for the township to adopt a solar energy ordinance for the township. Dog Piggott will bring information and some sample ordinances to the May 31, 2018 Meeting.

Reports:

Township Board Representative (Fred Sheridan): None

Zoning Board of Appeals (ZBA) Representative (Mike Marr):

Zoning Board of Appeals held their April Meeting and elected officers

New Business:

Setting Public Hearing Dates

April of 2018

Announcements:

Township Board-2nd Tuesday of each month
Planning Commission-Quarterly-Next meeting May 31,2018
ZBA-Semi Annual-3rd Tuesday or April and October
DDA-TBA
(All meetings are held in the Governmental Center unless noted)

Adjournment:

Motion by Sheridan, seconded by Marr to adjourn.

Motion Carried by Unanimous Voice Vote

Planning Commission Meeting ended at 9:30 pm.

Mike Marr
Secretary

Birch Run Township Site Plan Standards for Approval of Site Plan (Sec. 4.05) PROJECT: Frankenmuth Credit Union Addition				SITE PLAN DATE: 3/10/18		
STANDARDS			Does Site Meet Requirements?			
			Yes	No	N/A	
1. Applicable provisions of: a. Article 14, Standards and Regulations for Specific Land Uses b. Article 16, Off-Street Parking and Loading c. Article 17, Landscaping and Screening d. Article 18, Environmental Protection e. Article 19, Access Provisions f. Article 20, General Provisions						
COMMENTS/FINDINGS OF FACT:						
Applicants Comments:	Zoning Administrators Comments: <i>See comments in zoning compliance checklist</i>	Planning Commission Comments:				
2. All elements of the Plan shall be harmoniously and efficiently organized in relation to topography, the size and type of lot, the character of adjoining property and the type and size of buildings. The site shall be so developed as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this Ordinance.						
COMMENTS/FINDINGS OF FACT:						
Applicants Comments:	Zoning Administrators Comments: <i>The development is well within the building envelope of the parcel. The parcel is accessed by an interior drive as part of the Meijer property</i>	Planning Commission Comments:				
3. The landscape shall be preserved in its natural state, insofar as practical, by minimizing tree, other vegetative material, and soil removal, and by topographic modifications which are in keeping with the general appearance of adjacent and surrounding uses and development.						
COMMENTS/FINDINGS OF FACT:						
Applicants Comments:	Zoning Administrators Comments: <i>The project is an expansion of a previously development. There is no existing "natural state"</i>	Planning Commission Comments:				

STANDARDS		Does Site Meet Requirements?		
		Yes	No	N/A
4. The removal of storm waters shall not increase off-site sedimentation or otherwise adversely affect neighboring properties due to flooding.				
COMMENTS/FINDINGS OF FACT:				
Applicants Comments:	Zoning Administrators Comments: <i>See analysis of Township engineer</i>	Planning Commission Comments:		
5. All buildings or groups of buildings shall be so arranged as to permit emergency access by some practical means to all sides.				
COMMENTS/FINDINGS OF FACT:				
Applicants Comments:	Zoning Administrators Comments: <i>Property is surrounded on all sides by parking and access aisles</i>	Planning Commission Comments:		
6. There shall be provided a pedestrian circulation system which is insulated as completely as reasonably possible from the vehicular circulation system.				
COMMENTS/FINDINGS OF FACT:				
Applicants Comments:	Zoning Administrators Comments: <i>Sidewalks are limited to points adjacent to the building. Access to the building from most parking spaces requires walking across parking access aisle</i>	Planning Commission Comments:		
7. The arrangement of public or common ways for vehicular and pedestrian circulation shall ensure the public health, safety and welfare including coordination with the pattern of existing or planned streets and pedestrian or bicycle pathways in the area, compatibility with adjacent land uses, and design capacities. Roads and drives which are part of an existing or planned road pattern which serve adjacent development shall be of a width appropriate to the traffic volume they will carry.				
COMMENTS/FINDINGS OF FACT:				
Applicants Comments:	Zoning Administrators Comments: <i>The existing connections to the vehicular circulation pattern is being retained</i>	Planning Commission Comments:		

STANDARDS		Does Site Meet Requirements?		
		Yes	No	N/A
8. All parking areas shall be so designed to facilitate efficient and safe vehicular and pedestrian circulation, minimize congestion at access and egress points to intersecting roads, including the use of service drives as appropriate, and minimize the negative impacts of such parking areas.				
COMMENTS/FINDINGS OF FACT:				
Applicants Comments:	Zoning Administrators Comments: <i>Although 29 spaces are required, we show 40 spaces on the site plan including 6 parallel spaces on the south side of the site. If these are occupied and someone is at the ATM, people in the southern most angle parking or the parallel spaces could not exit the site</i>	Planning Commission Comments:		
9. Development shall not include unnecessary curb cuts and shall use shared drives and/or service drives unless precluded by substantial practical difficulties.				
COMMENTS/FINDINGS OF FACT:				
Applicants Comments:	Zoning Administrators Comments: <i>There are no proposed additional curb cuts</i>	Planning Commission Comments:		
10. The site plan shall provide for the appropriate location of all necessary and proposed utilities. Locational requirements shall include underground facilities to the greatest extent feasible.				
COMMENTS/FINDINGS OF FACT:				
Applicants Comments:	Zoning Administrators Comments: <i>The only proposed changes to utilities are storm drainage. See review by township engineer</i>	Planning Commission Comments:		
11. Site plans shall conform to all applicable requirements of state and federal statutes.				
COMMENTS/FINDINGS OF FACT:				
Applicants Comments:	Zoning Administrators Comments: <i>No identified state or federal statutes appear to apply to this proposed site plan</i>	Planning Commission Comments:		

STANDARDS		Does Site Meet Requirements?		
		Yes	No	N/A
<p>12. The applicant shall demonstrate that reasonable precautions will be made to prevent hazardous materials from entering the environment including:</p> <p>a. General purpose floor drains shall only be allowed if they are approved by the responsible agency for connection to a public sewer system, an on-site closed holding tank (not a septic system), or regulated through a State of Michigan ground water discharge permit.</p> <p>b. State and federal agency requirements for storage, spill prevention, record keeping, emergency response, transport and disposal of hazardous substances shall be met. No discharges to ground water, including direct and indirect discharges, shall be allowed without required permits and approvals.</p>				
COMMENTS/FINDINGS OF FACT:				
Applicants Comments:	Zoning Administrators Comments: <i>The use would not be expected to generate or store hazardous materials</i>	Planning Commission Comments:		

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SIGN IN SHEET

PLANNING COMMISSION MEETING

May 14, 2018

1. KEITH Kosik TSSF ARCHITECTS, INC.
2. Daren Griffith Cypress Creek Renewables
3. Vickie Schmitzer Frankenburg Credit Union
4. Jeff Schmitzer - guest
5. Joe Rybicki - MLR Engineering
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