

**Special Birch Run Township Planning Commission Meeting  
April 10, 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 7:01 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, Elaine Parlberg and Helen Morse

**Members Absent:**

None

**Motion to Excuse Absentees from the Meeting**

None

**Others Present:**

Mike Setzer, Building Inspector/Zoning Administrator; Rob Denha, KD Development, Anthony Denha, KD Development, Scott Lenhart, D&M Site, Bob Reh, D&M Site, Township Residents Beverly Totten, Debbie Wright, Ray Letterman, Township Supervisor; Scott Kree, Rowe Professional Services

**Roll Call:**

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

**Absent:** None

**Election of Officers**

Nomination and Election of Chair, Vice-Chair and Secretary

Motion by Marr, seconded by Sheridan to Approve Nominations and Elections of Norris as Chair, Schaar as Vice-Chair and Marr as Secretary

Motion Carried by Unanimous Voice Vote

**Minutes:**

Approval of November 1, 2016 Regular Meeting Minutes

Motion by Sheridan, seconded by Parlberg, to Approve the November 1, 2016, Planning Commission Meeting Minutes

Motion Carried by Unanimous Voice Vote

**Old Business:**

Committee report on Private Roads, which was postponed until further notice and discussed at the planning commission meeting. Discussion of the Committee report on Private Roads has been further postponed indefinitely. Discussion of Aging Parent Structures has also been postponed.

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

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

**Reports:**

Township Board Representative (Fred Sheridan): Sheridan states paperwork was sent to Rowe Professional Services for a masterplan update.

~~Zoning Board of Appeals (ZBA) Representative (Elaine Parlberg): Parlberg states that Mike Musial was re-elected to Vice Chair at the March 28, 2017 meeting. She also states Kurt Kiesling was re-elected as Secretary.~~ PARLBERG STATES THAT MIKE MUSIAL WAS RE-ELECTED TO CHAIR, DALE TRINKLEIN IS RE-ELECTED AS VICE CHAIR AND KURT KIESSLING IS RE-ELECTED AS THE SECRETARY.

**New Business:**

**Final** Site Plan Review for the proposed Dollar Tree Store.

**Applicant Presentation**

Anthony Denha of KD Development states they are proposing to construction a 9,500 sq. ft. Dollar Tree building in front of Meijers on Dixie Highway, north of the existing party store. He states the building would be concrete block material and that the building is of superior construction.

Marr asked if the driveway permit for the parking lot is temporary and if the contractor would agree to update it as necessary. Denha states that the permit is not temporary. If development will continue in the future, a shared access permit would be obtained for both.

Sheridan asks if there will be a deceleration zone. Setzer states if the County of Saginaw requires it, then there will have to be one constructed. Marr asked Dollar Tree will obtain a permit if needed. Setzer states yes, as per the Saginaw County requirements. Parlberg asked how long for construction time from start to finish. Denha states they are planning to be finished with construction by September 1, 2017 and open for business by October 1, 2017. He also states Dollar Tree stores, in general, perform well when constructed in front of Meijer stores.

Parlberg asked if Denha has information on other Dollar Tree Locations. Denha states Buena Vista and Ballenger Highway stores are doing well. Parlberg states that both of those locations are less economically developed than Birch Run Township. She asks why they chose this location. Denha states the Ballenger Highway location has strong traffic flow. The Birch Run Meijer location is a huge draw. He goes on to say they also perform well during lower economic times stating that since everything in the store is \$1.00 or less, many people purchase items frequently. He also states Dollar Tree has recently purchased Family Dollar store, bringing more variety into the Dollar Tree line.

## Staff Comments

Marr asks if the lighting is restricted to 20 feet and if parking is an issue. Setzer states yes to both.

Kree states D&M is diligent with their correspondence. He also states they are proposing 50 parking spaces and that the parking lot is buffered, but not on the back side of the building. He goes on to state Dollar Tree must obtain signage at a later date. The landscaping used as a buffer is good, but that the requirements for trees are thin. Kree states Federal, State and County permits stated in the letter should be on the drawings instead of letter form, in case the letter gets misplaced.

Kree states there may be a zoning compliance issue with connecting the driveway to Meijer and to the Party store at a later date. He refers to Ordinance 19-03.

He goes on to state that the lighting doesn't show much detail on the pull structure photo. The metric plan needs boundary of lights for height and shielding. Setzer asks if the light poles on the current sets are acceptable. Kree states they need the number of poles updated on the drawings. Marr asks about the 23 feet runs (four poles). Denha states they are 12 ft on the building. Kree asks if D&M Site can update them and Denha states yes. Kree goes on to state the zoning requirement is good except for the engineering and driveway.

Marr asks if the drain/storm sewer run off on the asphalt will be controlled with the water runoff. Do they need a permit for dumping the water into the Silver Creek Drain? Kree states yes, that D&M Site is working with the County to obtain the necessary permits. Kree states he's concerned with the standing water on the site (if it will ruin the asphalt) and flooding in the area. He's also concerned with the property line on the east side of the property and asks what stops the water from running east.

Marr asks if the current drawings show enough drainage. Bob Reh from D&M Site states they will concentrate rain water to drain in the outlet designed to puddle 9 inches on the asphalt, then be released into the drain. They also have overflow in place as a backup. Marr asks if there is a large amount of rainfall, will it puddle. Reh states it will puddle no longer than 20 to 30 minutes, then go into the drain. Setzer asks when will the permit from Saginaw County be obtained. Kree states it will be part of the contingency approval. If no permit is obtained, they would need an underground retention area. Schaar asks if they are connected to the drain and permits are approved, is this appropriate runoff? Kree states yes, as long as the County approves it. Marr asks if the grass is an issue and Setzer states no.

Motion by Marr, seconded by Sheridan to accept the site plan for Dollar Tree with the following conditions:

Lights need to be 20 feet in height; Permits need to be obtained from Saginaw County; All permits needed should be on the drawings; Engineering of calculations need to be completed.

**Yays:** Marr, Sheridan, Norris, Munson, Parlberg, Morse, Schaar  
**Nays:** None

Motion Carried with Conditions

**Other**

Marr asked if the upcoming meeting for the Firestation will be a public hearing and Setzer states yes. Setzer refers to Ordinance to amend the Birch Run Township zoning Ordinance, as adopted on December 14, 2004, as amended: By amending Article 9, Table 9-3 permitted principal uses in Commercial Districts. By permitting mini-storage facilities to the C-1 Commercial Zoning District by the issuance of a Special Use Permit.

Motion by Sheridan, seconded by Marr to approve the above ordinance.

**Yays:** Sheridan, Norris, Munson, Parlberg, Morse, Schaar, Marr  
**Nays:** None

Motion Carried

Schaar asks where it was initially proposed. Setzer states Canada Road and Dixie Highway on the east side. Schaar also asks if it has been approved in the C-1 district and Setzer states yes. Marr asked if the ordinance is passed, is a site plan required? Setzer states a Special Use Permit is required, but not for asthetics (siding, etc.). He states they can use brick, block, steel, etc.

Schaar also asks if other townships have asthetic ordinances. Kree states yes, in Dryden and Village of Alma. He goes on to say Dryden has commercial districts that can make particular to C-1 Districts. Wording can be controlled in the ordinance. He states he can bring a draft of the language of other townships and villages ordinance as examples.

Motion by Marr, seconded by Parlberg for Rowe Professional Services to obtain copies of Asthetic Ordinances.

Motion Carried by Unanimous Voice Vote

**Setting Public Hearing Dates**

Setzer states there are no plans on the proposed Fire Station as of today. Sheridan states the only changes to the plans are plugs, etc. Setzer asked if Fire Chief Dave Matzke will obtain two sets of plans by May 8, 2017.

**Setting Planning Commission Meeting Dates**

June 19, 2017, September 18, 2017, December 18, 2017 and March 19, 2018 are the proposed dates.

Motion by Marr, seconded by Sheridan to accept meeting dates of June 19, 2017, September 18, 2017, December 18, 2017 and March 19, 2018.

Motion Carried by Unanimous Voice Vote

**Announcements:**

*Upcoming meetings for 2016. All meetings are held in the Governmental Center unless noted:*

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

**Adjournment:**

Motion by Marr, Support by Schaar to adjourn.

Motion Carried by Unanimous Voice Vote

Planning Commission Meeting ended at 8:00 pm.

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CJ Norris  
Chairman

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Michelle Duncan  
Recording Secretary