

**Special Birch Run Township Planning Commission Meeting
December 21, 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 C.J. 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, Elaine Parlberg and Helen Morse

Members Absent:

None

Others Present:

Mike Setzer, Building Inspector/Zoning Administrator; Keith Kosik, TSSF Architects; Mike Rybicki, MLR Engineering; Kurt Kiessling, Birch Run Township Trustee

Roll Call:

In Attendance: Schaar, Marr, Sheridan, Norris, Munson, Parlberg, Morse
Absent: None

Minutes:

Approval of December 4, 2017 Regular Meeting Minutes

Motion by Sheridan, seconded by Schaar, to Approve the December 4, 2017, Planning Commission Meeting Minutes

Motion Carried by Unanimous Voice Vote

Public Meeting:

Mike Rybicki from MLR Engineering and Keith Kosik from TSSF Architects are representing Frankenmuth Credit Union to request approval of a site plan and special-use permit to install a new drive up Automated Teller Machine (ATM) and the associated improvements.

- i. Public Meeting opened at 7:03 p.m.
- ii. Notification Requirements:
 - Birch Run/Bridgeport Herald (December 6, 2017 edition)
 - *Township Office Informational Board*
 - *Occupants within 300'*
- iii. Applicant presentation

Mike Rybicki from MLR Engineering reviewed plans to relocate an existing, free-standing ATM to Frankenmuth Credit Union's permanent location at 9430 Meijer Drive South. He states initially, the machine will be temporarily located on the west side of the building until Spring, 2018 when it will be permanently installed. Keith Kosik of TSSF Architects states all electrical and underground utilities are already at the site. Rybicki states they will return to the Planning Commission in approximately 6 weeks with final site plans.

Schaar asks if a traffic volume study has been performed and Rybicki states he's unsure. Kosik states there are approximately 50 to 60 vehicles that currently use the stand-alone ATM. Sheridan asks if signs will be installed to let others know the new location of the ATM and Rybicki states yes. Schaar also asks if the water runoff situation will change once the permanent structure is installed. Rybicki states that currently, drainage runoff is to the south and the storm sewer will be extended. Schaar goes on to ask what distance the new ATM will be installed in the lot and Kosik states approximately 34 feet.

- iv. Public Comments/Correspondence

None

- v. Staff Comments

Marr asks where the new ATM will be located and Kosik states on the southwest corner of the existing structure on Meijer Drive. Setzer reviewed the seven approval standards (see attached) and states they are adding an additional 8 parking spaces. Schaar asks if a light fixture will be relocated to the new ATM location. Rybicki states yes, on the northeast corner.

Rybicki goes on to state they will bring photo metric drawings when they return for their second meeting. Setzer states as long as they comply with the requirements stated from Rowe Professional Services Company. Schaar asks for a time frame of relocating the temporary ATM. Kosik states construction will start around March of 2018, pending the weather and the project should be completed by July, 2018.

Marr reviewed the seven approval standards and the general consensus of the Planning Commission was all standards have been met. Marr asks if more sewer installation will be needed for more restrooms and Kosik states yes. There will be one more restroom installed in phase 2.

Close Public Meeting at 7:22 p.m.

vi. Planning Commission Discussion and Recommendation

Motion by Sheridan, seconded by Marr to approve the final site plan for the drive-thru servicing the ATM based on the new site improvements comply with the standards in Article 4, Section 4.05-B and the “Approval Standards” found in Article 5, Section 5.06 A 1 thru 7.

Ayes: Marr, Sheridan, Norris, Munson, Parlberg, Morse, Schaar
Nays: None

Motion by Sheridan, seconded by Marr to approve the special-use permit for the drive-thru servicing the ATM based on the new site improvements comply with the standards in Article 4, Section 4.05-B and the “Approval Standards” found in Article 5, Section 5.06 A 1 thru 7 with the condition of complying to all staff comments from Rowe Professional Services Company.

Ayes: Sheridan, Norris, Munson, Parlberg, Morse, Schaar, Marr
Nays: None

Old Business:

None

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): None

Zoning Board of Appeals (ZBA) Representative (Mike Marr): None

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 Quarterly Meeting:	Next Meeting is scheduled for March 19, 2018
ZBA Semi Annual Meeting:	3rd Tuesday in April and October
DDA Meeting:	To be announced

Adjournment:

Motion by Marr, seconded by Schaar to adjourn.

Motion Carried by Unanimous Voice Vote

Planning Commission Meeting ended at 7:43 pm.

Mike Marr
Secretary

Michelle Duncan
Recording Secretary