

**Regular Birch Run Township Planning Commission Meeting  
March 15, 2021 at 7:00 p.m.  
11935 Silver Creek Dr, Birch Run, Michigan 48415**

**Minutes**

The regular 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; Riley Kiessling, Vice Chair; Mike Marr, Secretary; Fred Sheridan, Ed Munson, Helen Morse and Keith Jewel, Members; Corey Trinklein, Recording Secretary

**Members Absent:**

All members were present.

**Others Present:**

Doug Piggott, Planner for Rowe Professional Services & Adam Flory, Township Attorney. One person was in attendance at this meeting.

**Election of Officers:**

Nomination and election of Chair

Motion by Marr, seconded by Sheridan to nominate CJ Norris as Chair; Norris accepted the nomination

Nomination and election of Vice-Chair

Motion by Marr, seconded by Sheridan to nominate Riley Kiessling as Vice-Chair; Kiessling accepted the nomination

Nomination and election of Secretary

Motion by Sheridan, seconded by Norris to nominate Mike Marr as Secretary; Marr accepted the nomination

PASSED: Motions carried by unanimous voice vote

**Approval of Meeting Minutes August 18, 2020 Special Planning Commission Meeting Minutes:**

Motion by Sheridan, seconded by Jewel to approve the August 18, 2020 Special Planning Commission Meeting Minutes

PASSED: Motion carried by unanimous voice vote

**Public Hearing-Special Use Permit & Site Plan Approval for Biggby Coffee, located at 9515 Birch Run Rd., Parcel #05-10-6-21-3002-003:**

- i. Public Hearing for request of a special land use permit & site plan approval for Biggby Coffee opened at 7:03 pm
- ii. Notification Requirements were met
- iii. Applicant presentation – Site has been leased to Biggby coffee from Meijer's. They will employ two to five employees and will try to have two employees at the store at all times. Parking for employees has been granted by Meijer behind the convenience store for up to 10 places. Biggby will use the dumpster there for trash. Fresh water and wastewater are already approved.
- iv. ROWE provided comments regarding application deficiencies and revisions as provided in Attachment A

**Public Hearing was suspended at 7:18 pm.**

Motion by Sheridan supported by Marr to approve the Special Use Permit for Biggby Coffee, located at 9515 Birch Run Rd., Parcel #05-10-6-21-3002-003 as presented.

Ayes: Marr, Sheridan, Morse, Kiessling, Munson, Norris, Jewell

Nays: None

PASSED: Motion carried by unanimous roll call vote

**Public Hearing was resumed at 7:20 pm.**

**Public Hearing-Special Use Permit & Site Plan Approval for Biggby Coffee, located at 9515 Birch Run Rd., Parcel #05-10-6-21-3002-003 (continued):**

- v. Public Comments/Correspondence
- vi. Public Hearing closed at 7:27 pm
- vii. Planning Commission Discussion and Recommendation

Motion by Sheridan supported by Morse to approve the Site Plan for Biggby Coffee, located at 9515 Birch Run Rd., Parcel #05-10-6-21-3002-003 with the condition that subject to the applicants continued compliance to all State and Federal guidelines.

Ayes: Sheridan, Morse, Kiessling, Munson, Norris, Jewell, Marr

Nays: None

PASSED: Motion carried by unanimous roll call vote

**Old Business:**

Committee report on Private Roads

- \* Postponed till further action (6-16-14 meeting)

Master Plan Review – Doug Piggott suggested to get a special meeting scheduled to further review and update the Master Plan. Mike Marr asked that Doug give us a marked up plan with the deletions noted and the new words added to make it clear.

Speedway Review – Doug Piggott stated that he would have a revised analysis to the Township by the end of the week.

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

Public comments/correspondence received: None

Planning Commission Members: Mike Marr asked about where in the zoning ordinance it says a special land use permit can be revoked.

Members in the audience: Kurt Kiessling commented that he wondered if some of the exceptions in the law would allow this meeting to happen as a matter of a public health issue.

**Reports:**

Township Board Representative (Fred Sheridan): The Township Board's comment regarding the odor of marijuana was to wait and see what other municipalities are doing regarding odor issues. The biggest concern was the enforcement of any rules or ordinances adopted.

Zoning Board of Appeals (ZBA) Rep. (Mike Marr): No meetings have been held.

**New Business:**

Discussion of amending the zoning ordinance in the Agricultural (A-1) zoning district to include Wedding Barns. The language will need to be very specific as will the standards in order to preserve the rural character of this zoning district. Doug Piggott from ROWE will draft language regarding this item.

Setting Public Hearing Dates: None

**Other:**

Motion by Sheridan, seconded by Kiessling to approve setting Planning Commission Meeting dates for 2021/2022 as follows to be held at 7:00 p.m. in the government room as presented:

- June 21, 2021
- September 20, 2021
- December 20, 2021
- March 21, 2022

PASSED: Motion carried by unanimous voice vote

**Announcements:**

Township Board Meeting - 2nd Tuesday of each month

Planning Commission Meeting – Quarterly (Next meeting June 21, 2021)

ZBA - Semi Annual - 3rd Tuesday of April and October

DDA-TBA

*(All meetings are held in the Governmental Center unless noted)*

**Adjournment:**

Motion by Sheridan, seconded by Jewel to adjourn at 8:48 p.m.

Motion carried by unanimous voice vote

Minutes respectfully submitted by:

Recording Secretary Corey Trinklein

---

Mike Marr

Planning Commission Secretary

# Attachment A



**ROWE PROFESSIONAL  
SERVICES COMPANY**

*Large Firm Resources. Personal Attention.*

February 4, 2021

Mr. Mike Setzer, Zoning Administrator  
Birch Run Township  
8425 Main Street  
PO Box 152  
Birch Run, MI 48415

RE: Site Plan and SLU Review for a Biggby Drive Through

Dear Mr. Setzer:

At your request, ROWE Professional Services Company has completed a review of the site plan for the above-referenced site. The proposal is for a drive through Biggby Coffee Shop located in the Meijer parking lot. Plans were provided by BCubed Manufacturing, LLC, we received at the end of December but does not have a date. This review is for zoning compliance, site plan, and Special Land Use requirements. The site was also reviewed for engineering standards. The following are our comments:

## **Planning Comments:**

### Informational Requirements

The site plan meets most of the informational elements required under Section 4.04.D.1 of the zoning ordinance, and those that are missing we believe are not applicable and therefore not necessary. See the site plan review checklist attached.

### Zoning Ordinance Compliance

Following our initial review of the site plan in September 2020, the applicant revised the site plan to relocate the facility and to address issues we had raised, both zoning and engineering. We reviewed the revised plans and identified some requirements that were not addressed. They submitted a further revision the end of December and this set of plans met all of our issues. See the attached zoning ordinance compliance checklist.

### Standards for Approval

Approval of this project requires both Special Land Use and site plan approval. Our analysis of these discretionary standards are included in the attached site plan review and SLU checklists.

ROWE's review is for compliance with the township zoning ordinance requirements and general engineering standards. The developer and designer shall be responsible for the accuracy and validity of the information presented on the plans. Regulatory and other governmental agencies with jurisdiction may have additional comments or requirements.

The developer and designer remain responsible for the design, construction, and any resulting impacts of the project.

Engineering • Surveying • Aerial Photography/Mapping • Landscape Architecture • Planning

Corporate: The ROWE Building, 3408, Saginaw Street, Suite 200 • Flint, MI 48502 • C:(810) 341-7500 • F:(810) 341-7573

With Offices In: Farmington Hills, MI • Grayling, MI • Kentwood, MI • Lapeer, MI • Mt. Pleasant, MI • Nardin Beach, FL

[www.rowepsc.com](http://www.rowepsc.com)

Mr. Mike Setzer, Zoning Administrator  
February 4, 2021  
Page 2

If you have any questions regarding this review, please contact our corporate office at (810) 341-7500.

Sincerely,  
ROWE Professional Services Company

  
Doug Piggott, AICP  
Senior Planner

Attachments: Site Plan Review Information Checklist  
Zoning Ordinance Compliance Checklist  
Site Plan Standards for Approval  
Special Land Use Standards for Approval

R:\sdc\Proj\05c0295\_Restored Doc\Planning Commission-Special Land Use-Biggby\2nd Revised Site Plan\Review Letter - 2nd Review.docx

**Birch Run Township**  
**Special Land Use Standards for Approval of Site Plan (Sec. 5.06)**

STANDARDS		Does Site Meet Requirements?		
		Yes	No	N/A
1. Be harmonious with and in accordance with the Master Plan of the Township.				
<b>COMMENTS/FINDINGS OF FACT:</b>				
Applicants Comments:	Planners Comments: <i>The site is planned to be C-1 Commercial in the Master Plan; therefore, this extension is consistent with the plan.</i>	Planning Commission Comments:		
2. Be harmonious with and in accordance with the general objectives, intent and purposes of this Ordinance.				
<b>COMMENTS/FINDINGS OF FACT:</b>				
Applicants Comments:	Planners Comments: <i>The purpose of the retail district is to provide retail establishments that serve the needs of the community.</i>	Planning Commission Comments:		
3. Be designed, constructed, operated and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such a use will not change the essential character of the area in which it is proposed. In determining whether this requirement has been met, consideration shall be given to: a. The bulk, placement, and materials of construction of proposed structures. b. Pedestrian and vehicular circulation. c. The location of vehicular use or parking areas.				
<b>COMMENTS/FINDINGS OF FACT:</b>				
Applicants Comments:	Planners Comments: <i>The proposed development will be consistent with the character of the area and is designed so as to be harmonious with the adjacent parcels. The applicant has addressed vehicle access concerns.</i>	Planning Commission Comments:		
4. Not be hazardous or disturbing to existing or future uses in the same general vicinity.				
<b>COMMENTS/FINDINGS OF FACT:</b>				
Applicants Comments:	Planners Comments: <i>The proposed development does not appear to be hazardous or disturbing to adjacent properties to the internal circulation of the Meijer parking lot.</i>	Planning Commission Comments:		

STANDARDS		Does Site Meet Requirements?		
		Yes	No	N/A
5. Be served adequately by essential public facilities and services, such as highways, streets, police, fire protection, drainage structures, refuse disposal, water and sewage facilities and schools, and minimize the impact of traffic generated by the proposed development on adjacent properties.				
<b>COMMENTS/FINDINGS OF FACT:</b>				
Applicants Comments:	Planners Comments: <i>The site is served by municipal utilities.</i>	Planning Commission Comments:		
6. Not involve uses, activities, processes, materials and equipment or conditions of operation that will be detrimental to any person, property or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors.				
<b>COMMENTS/FINDINGS OF FACT:</b>				
Applicants Comments:	Planners Comments: <i>It does not appear that any of the off-site impacts listed above will be an issue.</i>	Planning Commission Comments:		
7. Not create excessive additional requirements at public cost for public facilities and services.				
<b>COMMENTS/FINDINGS OF FACT:</b>				
Applicants Comments:	Planners Comments: <i>The increased demand for municipal services to not appear to be excessive burden on public facilities.</i>  <i>Water and sewer required for bathroom only.</i>	Planning Commission Comments:		

R:\sds\Proj\05c0295\_Restored\Doc\Planning Commission\Special Land Use\Bigby\2nd Revised Site Plan\SLU Standards for Approval.docx

<b>BIRCH RUN TOWNSHIP</b>	
<b>ZONING ORDINANCE COMPLIANCE CHECKLIST</b>	
<b>PROJECT: BCubed Modular Drive Through</b>	<b>SITE PLAN DATE: Submitted December 2020</b>

Proposed Use	Non-standard and outdoor restaurants, and drive-in, drive-through, take-out, pick-up		
Zoning District: C-1	Permitted Principal Land Use	Special Land Use	X

DISTRICT DIMENSIONAL REQUIREMENTS		
	Required	Proposed
Minimum Lot Area	1.5 Acres	N/A Existing lot
Minimum Lot Width and Frontage	200 FT	N/A Existing lot
Maximum Height in Feet	40 FT	ABOUT 18 FT
Minimum Floor Area Per Dwelling	N/A	N/A
Maximum Lot Coverage	50 %	?
Minimum Front Yard Setback	40 FT	56 FT
Minimum Side Yard Setback	10 FT	110 FT
Minimum Side Yard Setback	10 FT	ABOUT 85 FT
Minimum Rear Yard Setback	20 FT	>20 FT

\*Lots that gain access off Dixie Highway

ZONING ORDINANCE COMPLIANCE CHECKLIST				
<b>PROJECT: BCubed Modular Drive Through</b>		<b>SITE PLAN DATE: Submitted December 2020</b>		
Requirement	Complies	Does Not Comply	N/A	Comment
Sec. 13.02 Nonconforming Lots – In a district that allows single family dwellings a single family dwelling and customary accessory buildings may be erected on any single lot of record even if it is nonconforming provided it meets the yard dimensions, setbacks and other requirements.			X	Not Applicable
Sec. 13.03 Nonconforming Uses – Does a nonconforming use comply with the requirements of this section?			X	Not Applicable
Sec. 13.04 Nonconforming Structure – Does a nonconforming structure comply with the requirements of this section?			X	Not Applicable

DEVELOPMENT STANDARDS CHECKLIST				
Requirement	Complies	Does Not Comply	N/A	Comment
Article 14 Standards and Regulations for Specific Land Uses			X	There are no additional standards for drive-thru special land uses.



PARKING REQUIREMENTS				
Requirement	Complies	Does Not Comply	N/A	Comment
Sec. 16.02 Off Street Parking General Requirements – Does the proposed site plan comply with the requirements for C. Use of off-street parking areas E. Location of joint use of parking areas F. Vehicles waiting to park/exit H. Barrier free parking spaces	X			
Sec. 16.03 Site Development Requirements for Off-Street Parking – Does a nonconforming use comply with the requirements for A. Marking and Designation B. Driveways C. Surface D. Drainage E. Location/Setback F. Lighting G. Parking Spaces and Maneuvering Lanes H. Service Drives and Connections to Adjacent Parking Areas J. Landscaping and Screening	X			
Sec. 16.05 Loading and Unloading Space Requirements – Does a nonconforming use comply with the requirements for C. Access D. Screening E. Location	X			

PARKING COMPLIANCE CHECKLIST		
Use	Parking Space Requirement (per Sec. 16.04)	Parking Spaces Provided
Restaurant, Drive Through (no indoor eating facilities)	One (1) space for every 15 square feet of usable floor area except that a minimum of ten (10) spaces is provided.	10
	Loading Space Requirement (per Sec. 16.05 B)	Loading Spaces Provided
	1 space	1

ZONING ORDINANCE COMPLIANCE CHECKLIST				
PROJECT: BCubed Modular Drive Through		SITE PLAN DATE: Submitted December 2020		
Requirement	Complies	Does Not Comply	N/A	Comment
Sec. 17.03. Landscape Plan Required – Does the landscape plan meet the requirements of this section?	X			No landscape plan appears to be provided.
Sec. 17.04 Buffer Areas – Do required buffer areas meet the requirements of this section?	X		X	Interior site.
Sec. 17.05 Parking Lot Landscaping and Screening – Do proposed parking lots meet the requirements of this section?			X	Existing parking lot.
Sec. 17.06 Minimum Standards of Landscape Elements– Does proposed landscaping meet the requirements of this section?	X			

### ZONING ORDINANCE COMPLIANCE CHECKLIST

**PROJECT: 8Cubed Modular Drive Through**

**SITE PLAN DATE: Submitted December 2020**

Requirement	Complies	Does Not Comply	N/A	Comment
Sec. 17.08 Fencing and Walls Construction – Do proposed fences and wall meet the requirements of this section?	X			Complies
Sec. 18.02 Natural Resources – Does a nonconforming use comply with the requirements for A. Compliance with Local, County, State, and Federal Regulations B. Discharges C. Sensitive Lands D. Clearing, Grading, and Drainage			X	Site is conforming.
Sec. 18.03 Potable Water and Sewage Disposal – Are all building provided with a potable water supply and waste water disposal system that ensures a safe and effective means of collection, treatment, and disposal of generated wastes?	X			Will the development be connected to water and sewer?
Sec. 18.04 Lighting – Does proposed lighting meet the requirements of this section?	X			Complies.
Sec. 18.05 Vibration – Is there a characteristic of the proposed use that would indicate that the use may violate the requirements of this section?	X			Complies.
Sec. 18.06 Glare and Heat – Is there a characteristic of the proposed use that would indicate that the use may violate the requirements of this section?	X			Complies.
Sec. 19.02 Lots To Have Access – Do parcels created have frontage on a public road, or private road constructed and approved according to this Ordinance, and take their access from such frontage so as to provide safe, convenient access for fire protection, other emergency vehicles, and any required off-street parking?	X			Complies.
Sec. 19.03 Driveways – Do proposed driveway comply with the requirements of this section?	X			Complies.
Sec. 19.04 Clear Vision Zone – Do all intersection of roads or intersections of roads and driveways comply with the requirements of this section?	X			Complies.
Sec. 19.05 Private Roads – Do any proposed private roads comply with the requirements of this section?	X			Complies
Sec. 19.06 Shared Driveways – Do any proposed shared driveways comply with the requirements of this section?	X			Complies
Sec. 20.04 Permitted Yard Encroachments for Principal Buildings – Do any proposed yard encroachments qualify for exceptions under the provisions of this section?			X	Not Applicable.
Sec. 20.07 One Single-Family Dwelling to a Lot – Are proposed residential lots in compliance with this requirement?			X	Not Applicable.
Sec. 20.09 Exception to Frontage Requirements – Do any proposed frontage exceptions qualify under the provisions of this section?			X	Not Applicable.
Sec. 20.10 Height Requirement Exceptions – Do any proposed height exceptions qualify under the provisions of this section?			X	Not Applicable.
Sec. 20.12 Fences for Residences – Do any proposed condominiums comply with the requirements of this section?			X	Not Applicable.

<b>ZONING ORDINANCE COMPLIANCE CHECKLIST</b>				
<b>PROJECT: 8Cubed Modular Drive Through</b>		<b>SITE PLAN DATE: Submitted December 2020</b>		
<b>Requirement</b>	<b>Complies</b>	<b>Does Not Comply</b>	<b>N/A</b>	<b>Comment</b>
Sec. 20.14 Condominium Subdivisions – Do proposed condominiums comply with the requirements of this section?			<b>X</b>	Not Applicable.
Sec. 20.16 Outdoor Storage – Does proposed outdoor storage comply with the requirements of this section?	<b>X</b>			Complies.
Sec. 20.20 Accessory Uses, Buildings, and Structures – Do any proposed accessory uses, buildings or structures comply with the requirements of this section?	<b>X</b>			Complies.
Sec. 20.21 Removal of Soil and Gravel – Does any proposed removal of soil, sand, gravel, or minerals for use elsewhere on the parcel or a different parcel, not otherwise associated with the erection of a structure comply with the requirements of this section?			<b>X</b>	Not Applicable.
Sec. 20.22 Off-Premises Advertising Signs / Billboards – Do any proposed off-premises advertising signs comply with the requirements of this?			<b>X</b>	Not Applicable.
Sec. 20.23 Display of Sexually Oriented Material – Does any operation that involves the display of sexually oriented material comply with the requirements of this?			<b>X</b>	Not Applicable.

R:\sds\k\Proj\05c0295\_Restored\Doc\Planning Commission\Special Land Use\Biggby\2nd Revised Site Plan\Zoning Ordinance Compliance Checklist.docx

<p align="center"><b>Birch Run Township</b>  <b>Site Plan Standards for Approval of Site Plan (Sec. 4.05)</b>  <b>PROJECT: BCubed Modular Drive Through      SITE PLAN DATE: Submitted December 2020</b></p>				
STANDARDS		Does Site Meet Requirements?		
		Yes	No	N/A
<b>1. Applicable provisions of:</b> 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				
<b>COMMENTS/FINDINGS OF FACT:</b>				
Applicants Comments:	Zoning Administrators Comments: <i>Zoning ordinance provisions addressed. See checklist.</i>	Planning Commission Comments:		
<b>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.</b>				
<b>COMMENTS/FINDINGS OF FACT:</b>				
Applicants Comments:	Zoning Administrators Comments: <i>There does not appear to be any reason that this development will impede the orderly development or improvement of surrounding property. Surrounding property is commercial in nature.</i>	Planning Commission Comments:		
<b>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.</b>				
<b>COMMENTS/FINDINGS OF FACT:</b>				
Applicants Comments:	Zoning Administrators Comments: <i>The site is a developed parking lot. Landscaping for the site provided.</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.				
<b>COMMENTS/FINDINGS OF FACT:</b>				
Applicants Comments:	Zoning Administrators Comments: <i>It does not appear this addition will increase off-site sedimentation or cause neighboring flooding.</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.				
<b>COMMENTS/FINDINGS OF FACT:</b>				
Applicants Comments:	Zoning Administrators Comments: <i>Site plans should be reviewed by the Fire Department.</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.				
<b>COMMENTS/FINDINGS OF FACT:</b>				
Applicants Comments:	Zoning Administrators Comments: <i>The proposed use is drive through only and pedestrian use will be at a minimum.</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.				
<b>COMMENTS/FINDINGS OF FACT:</b>				
Applicants Comments:	Zoning Administrators Comments: <i>The proposed use is drive through only and pedestrian use will be at a minimum. The site appears to be appropriate for the circulation of traffic and has been reviewed by ROWE traffic engineers.</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.				
<b>COMMENTS/FINDINGS OF FACT:</b>				
Applicants Comments:	Zoning Administrators Comments: <i>Shared parking provided.</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.				
<b>COMMENTS/FINDINGS OF FACT:</b>				
Applicants Comments:	Zoning Administrators Comments: <i>It does not appear that any unnecessary curb cuts are being proposed.</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.				
<b>COMMENTS/FINDINGS OF FACT:</b>				
Applicants Comments:	Zoning Administrators Comments: <i>Engineering review conducted and the site plan was revised to address issues identified.</i>	Planning Commission Comments:		
11. Site plans shall conform to all applicable requirements of state and federal statutes.				
<b>COMMENTS/FINDINGS OF FACT:</b>				
Applicants Comments:	Zoning Administrators Comments: <i>A note to this effect should be required on the site plans.</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>				
<b>COMMENTS/FINDINGS OF FACT:</b>				
Applicants Comments:	Zoning Administrators Comments: <i>There are no anticipated hazardous materials.</i>	Planning Commission Comments:		

R:\sds\k\Proj\05c0295\_Restored\Doc\Planning Commission\Special Land Use\Biggby\2nd Revised Site Plan\Site Plan Standards for Approval.docx



<p align="center"><b>BIRCH RUN TOWNSHIP</b>  <b>SITE PLAN REVIEW CHECKLIST</b></p>			
<b>PROJECT: BCubed Modular Drive Through</b>		<b>SITE PLAN DATE: Submitted December 2020</b>	
<b>Site Plan Informational Requirements</b> <b>Section 4.04.D.1</b>	<b>Provided</b>	<b>Not Provided</b>	<b>Note</b>
a. Name, address and telephone number of the applicant (and owner if different) and project designer	<b>X</b>		All Sheets
b. A survey showing property dimensions and legal description, including angles, lot area and dimensions, and an arrow pointing north.	<b>X</b>		The existing site on page C200 is sufficient.
c. Existing natural features such as woodlands, streams, flood plains, county drains, lakes or ponds, and topography (at two-foot intervals on-site and within one hundred fifty (150) feet of the site)	<b>X</b>		There are no natural features on site.
d. Existing public right-of-way, private easements of record, and deed restrictions, and existing improvements on the site including but not limited to roads, driveways, structures, and buildings.	<b>X</b>		Sheet C200
e. Project description, including the location, dimensions, and height of existing and proposed structures to be erected, altered, or moved on the property; the total number of dwelling units and offices; the square feet associated with each building and use including total and usable floor area; carports and garages; configuration of proposed roads, parking areas, and lots; employees by shift; amount of recreational and open space and the type of recreation facilities to be provided, and related information as pertinent or otherwise required by this Ordinance.	<b>X</b>		Various Sheets
f. Proposed location and dimensions of accessory structures, including trash receptacles.	<b>X</b>		Sheet C2
g. Proposed location of free standing and wall signs, and dimensions and construction details of such signs.	<b>X</b>		Sheet A5
h. A landscaping plan indicating the locations of plant materials to be preserved and locations of proposed planting and screening, fencing, and lighting in compliance with the requirements of Article 17, Landscaping and Screening. Also, proposed locations of common open spaces, if applicable.		<b>X</b>	There does not appear to be a landscaping plan.
i. Final construction plans that ensure proper construction of roads and alleys including plan/profiles, cross-sections, acceleration, deceleration or right turn lanes, driveways, parking spaces, sidewalks, with indication of direction of travel, and the inside radii of all curves including driveway curb returns. The width of streets, driveways and sidewalks, the total number of parking spaces, and dimensions of a typical individual parking space and associated aisles shall be identified. Proposed traffic control measures (including signs) and proposed street or road names shall also be indicated.		<b>X</b>	Width of proposed streets?



BIRCH RUN TOWNSHIP SITE PLAN REVIEW CHECKLIST			
PROJECT: BCubed Modular Drive Through		SITE PLAN DATE: Submitted December 2020	
Site Plan Informational Requirements Section 4.04.D.1	Provided	Not Provided	Note
j. Final construction plans that ensure proper construction of facilities designed to manage storm water including location of any retention and/or detention areas and points of discharge for all drains, and engineering specifications including dimensions and elevations of all pipes and drains. The point of discharge for all drains and pipes shall be specified on the site plan.	X		Provided.
k. Final construction plans that ensure proper construction of facilities designed to provide, collect, store, dispose of, and/or transport potable water, waste water and sewage, including but not necessarily limited to the locations, specifications and elevations of pipes, drains, sumps, holding tanks, and easements that exist or are proposed to be established for installation, repair and maintenance of such utilities.	?		Water and Sewage?
l. Final construction plans that ensure proper location of other utilities not otherwise addressed in (j) and (k) above, and any easements that exist or are proposed to be established for installation, repair and maintenance of utilities.	X		Sheet C400A
m. Location and specifications for any existing or proposed above or below ground storage facilities for any chemicals, salts, flammable materials, or hazardous materials as well as any containment structures or clear zones required by government authorities.	N/A		Not applicable.
n. A statement from the applicant identifying all federal, state, county, and local permits required, if any.		X	Does not appear to be provided.
o. Elevation drawings of all buildings and structures	X		Provided.
p. A vicinity sketch showing the location of the site in relation to the surrounding street system, extending a minimum one (1) mile from the site, and the identification of surrounding land uses within three hundred (300) feet in every direction of the proposed use including land uses on the opposite side of any roads.		X	Does not appear to be provided.
q. Such other information as may be necessary to enable the Planning Commission to determine whether the proposed site plan will conform to the provisions of this Ordinance.		?	As determined by the Planning Commission.

R:\sds\Proj\05c0295\_Restored\Doc\Planning Commission\Special Land Use\Biggby\2nd Revised Site Plan\BIRCH RUN TOWNSHIP SITE PLAN REVIEW CHECKLIST.doc