

**Special Birch Run Township Planning Commission Meeting
August 2, 2018 at 7:00 p.m.
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, and Elaine Parlberg, Helen Morse

Members Absent:

Ed Munson

Motion to Excuse the Absentee from the special Birch Run Planning Commission Meeting

Motion by Sheridan seconded by Marr to excuse Ed Munson from the planning commission meeting

Ayes: Norris, Morse, Parlberg, Schaar, Marr, Sheridan.

Nays: None

Others Present:

Doug Piggott, Maggie Barringer, Rowe Professional Services, Freeman Greer BM Construction Consultants, Janni Lane, Cinema Hollywood, Leslie Zawada Civil Engr Solutions, Rade Besek civil engr. (see Attachment A)

Minutes:

Approval of the July 9, 2018 Special Planning Commission Meeting Minutes

Motion by Sheridan second by Morse to approve July 9, 2018 minutes.

Motion carried by unanimous vote.

Public Hearing for Site Plan Approval and Special Use Permit for a Theater Addition to the Existing Building at 12280 Dixie Hwy.

- i. Public Hearing opened at 7:01 p.m.
- ii. Applicant Presentation
- iii. Leslie Zawada presented the proposed 3332 square foot addition on the movie theater on the north east side of the current building. It will be an additional auditorium. The drive on the north side of the building will be reduced to 14 feet. There is more than required parking places even with the addition.
- iv. Public Comment
None
- v. Staff Comments:

Rowe Professional Services Doug Piggott reviewed his letter dated July 25, 2018 noting that a landscaping plan needed to be added, the total square footage of the building with the addition shall be added to the drawings to ensure compliance and the Fire chief needs to agree to the north side road which is now fourteen feet wide. In addition, the Planning Commission needs to approve all seven standards for special land use approval noted in the Standards for Approval of Special Use checklist as well as the Site Plan Standards Listed in the Site Plan Standards for Approval checklist. The plan is generally in compliance except as already stated. (see Attachment B)

vi. Public Hearing closed at 7:20pm

vii. Planning Commission Discussion and Recommendation

No addition discussion was required.

Motion by Sheridan and seconded by Parlberg to approve the updated Special Use Permit with the new addition and the approval of the Fire Chief of the north side driveway width.

Ayes: Norris, Schaar, Marr, Morse, Parlberg, Sheridan Passed

Motion by Sheridan and seconded by Marr to approve the Site Plan with a updated Landscaping plan and adding the total lot coverage with the addition to the drawings.

Ayes: Parlberg, Marr, Schaar, Morse, Sheridan, Norris Passed

Public Hearing-Final Site Plan Approval For Proposed Retail Development By Mr. Fars Gattas Jeer

i. Public Meeting opened at 7:03 p.m.

ii. Applicant presentation

Freeman Greer presented the proposed retail development. The development is planned as a five-unit operation. No tenants have been identified as of this date. There is a driveway cut on Meijer's driveway and is approved by Meijer. Due to lot size there is only parking at 80% of requirement. The additional scrubs along the south side of the property have been added as requested. The engineering information has been supplied. They have applied for a driveway permit from the county.

iii. Public Comment/ Correspondence
None

iv. Staff Comments (Rowe Professional Services Co.)

Doug Piggott stated the enrgr info still needs to be reviewed although it looks proper but needs to be approved by twp. (see attached letter to Doug and Deveron). There is no issue on the water and sewer hookup per twp. personnel. Also, please find attached Site Plan Review Checklist and Zoning Ordinance compliance Checklist. The parking issue if the site plan is approved places the developer at risk for what can be approved per zoning.

v. Planning commission discussion and recommendations:

Marr asked if most of the issues mentioned in Doug's June 27, 2018 were taken care of and it was determined that most of the points were taken care of. (see Attachment C) the few that were should be included as conditions for approval.

Motion by Sheridan seconded by Schaar to approve the Final Site Plan at 11815 Dixie Hwy with drawings dated July 30.2018 and the following conditions: With modifications to the landscaping plan to north and south side of the site, Add letter from Meijer approving driveway cut, Approval of the enrg information by the twp., Applicant supply the driveway permit from the county, and that the applicant realizes that approval of the site plan does not guarantee that all uses will be permitted due to the reduced parking spaces.

Ayes: Parlberg, Sheridan, Morse, Schaar, Norris, Marr.

Passed

Old Business:

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

The topic of Aging Relative Structures was discussed. The question of allowing older, disabled relative a temporary place to live for a long period of time was reviewed. Some of the issues that need to be addressed to move forward are: must meet building codes, location in the yard, it was decided that mobile home with HUD sticker will be the only structure to be approved and that the size should be between 800 and 1000 square feet., need for water and sewer hook- up, Mobile Home should be inspected to ensure it fits in the neighborhood, landscaping, ensuring removal, annual review for occupancy, may require a doctor's note prior to approval, twp. must review site prior to approval, may not be in front of principle home, make sure the community does not pay for this proposal. Policing and enforcement need to be addressed as this is a big issue. Probably require a special use permit and a site plan review to approve. A number of the requirements for a temporary structure during rebuilding a home damaged by fire for example can be used in the ordinance. Taymouth Twp has an ordinance that deals with this situation and Doug will get a copy of it for us. Need to identify how enforcement will be done. Doug will begin writing a draft for the ordinance for the next meeting.

Solar Energy Ordinance was discussed. Doug reviewed a number of standards that need to be place for solar energy faculties, such as: we should allow home solar systems by right up to a certain amount of panels, show much coverage is allowed on homes, allow separate panels allowed in private solar systems and how much area. The number of square feet to generate enough energy for a home is about 420 square feet. Our current ordinance allows up to 600 square feet for an accessory use. Might consider needing a special use permit if the private system wants more than the 600 square feet. Commercial solar systems are by special use, generally about 20 acres, should require a site plan that includes coverage, signs, driveways, emergency procedures, and a decommissioning plan. Need to state height and other requirements, state electrical code is in play, as well as other state and federal agencies. The decommissioning plan cost is to be covered by developer. Doug will begin to put together a draft Ordinance

Open Discussion for Issues not on the Agenda:

Public comments/correspondence received: None

Planning Commission Members:

Schaar suggested that we review the outdoor entertainment ordinance to see if temporary special use permits are covered. He was curious about what the special use permit for the race track allowed. It was felt that only those activities listed on the special use permit should be allowed. Doug will do some research and get back with the board.

Members in the audience: None

Reports:

Township Board Representative (Fred Sheridan): None

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

New Business:

Doug mentioned that we will have to set a date for a Public Hearing as Frankenmuth Credit Union now wants to add a communication tower on their current site. It will be arranged when the necessary information is supplied.
Clarification of Table 9-4-footnote #11. The Zoning Districts of R-2 and R-3 should be included in footnote #11-c rather than just the A-1 and R-I as these zoning districts have the same situations, this action was postponed so more research can be done.

Announcements:

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

Adjournment:

Motion by Marr, seconded by Sheridan to adjourn.

Motion Carried by Unanimous Voice Vote

Planning Commission Meeting ended at 9:02 pm.

Mike Marr
Secretary

Attachment A

SIGN IN SHEET

PLANNING COMMISSION MEETING

August 2, 2018

1. James L. Hoer Architect Rep. for Mr. Jear
2. James Lane Cinema Hollywood
3. LESLIE ZABALA Civil Eng SOLUTIONS
4. RADE RESK, Bruce Civil 2240 L.A. drive Suite 200 Flint, mi 48532
5. _____
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19. _____

Attachment B

BIRCH RUN TOWNSHIP	
ZONING ORDINANCE COMPLIANCE CHECKLIST	
PROJECT NAME: EMAGINE BIRCH RUN EXPANSION	SITE PLAN DATE: JUNE 15, 2018

Proposed Use: Indoor commercial recreation such as theaters, bowling alleys, skating rinks, indoor shooting ranges, arcades, and banquet halls.	Any generally recognized retail business, excluding sexually oriented businesses, which supplies commodities on the premises within a completely enclosed building		
Zoning District: C-1 Commercial	Permitted Principal Land Use	Special Land Use	x

DISTRICT DIMENSIONAL REQUIREMENTS		
	Required	Proposed
Minimum Lot Area	1.50 Acres	8.41 Acres-EXISTING
Minimum Lot Width and Frontage	200 FT	103 FT-EXISTING
Maximum Height in Feet	40 FT	34 FT
Minimum Floor Area Per Dwelling	N/A	N/A
Maximum Lot Coverage	50%	NEEDS TO BE DOCUMENTED
Minimum Front Yard Setback	40 FT	840 FT +/-
Minimum Side Yard Setback	10 FT	OVER 14'
Minimum Side Yard Setback	10 FT	45 FT +/-
Minimum Rear Yard Setback	20 FT	80 FT +/-

*Lots that gain access off Dixie Highway

ZONING ORDINANCE COMPLIANCE CHECKLIST				
PROJECT NAME:	SITE PLAN DATE:			
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	Lot appears to be a legal non-conforming lot.
Sec. 13.03 Nonconforming Uses – Does a nonconforming use comply with the requirements of this section?			X	It does not appear that this is a non-conforming use.
Sec. 13.04 Nonconforming Structure – Does a nonconforming structure comply with the requirements of this section?			X	It does not appear that this building is a non-conforming structure.

DEVELOPMENT STANDARDS CHECKLIST				
Requirement	Complies	Does Not Comply	N/A	Comment
Article 14 Standards and Regulations for Specific Land Uses			X	There does not appear to be any development standards for this special use.

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			Located on C7
Sec. 16.03 Site Development Requirements for Off-Street Parking -- Does parking 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			Located on C7
Sec. 16.05 Loading and Unloading Space Requirements -- Does a nonconforming use comply with the requirements for C. Access D. Screening E. Location			X	It does not appear that this use is a nonconforming use.

PARKING COMPLIANCE CHECKLIST

Use	Parking Space Requirement (per Sec. 16.04)	Parking Spaces Provided
Auditorium, Theater, Assembly Hall	One (1) space for each three (3) seats or six (6) linear feet of bench seating, or one (1) space for each three (3) persons based on the occupancy load as established by the Building Code, whichever is greater. 367	426
	Loading Space Requirement (per Sec. 16.05 B)	Loading Spaces Provided
Institutional, Commercial, and Industrial Uses	1 space if determined by site plan review	0

ZONING ORDINANCE COMPLIANCE CHECKLIST

PROJECT NAME:

SITE PLAN DATE:

Requirement	Complies	Does Not Comply	N/A	Comment
Sec. 17.03. Landscape Plan Required -- Does the landscape plan meet the requirements of this section?	?			The plan does not include a detailed landscaping plan.

ZONING ORDINANCE COMPLIANCE CHECKLIST

PROJECT NAME:

SITE PLAN DATE:

Requirement	Complies	Does Not Comply	N/A	Comment
Sec. 17.04 Buffer Areas – Do required buffer areas meet the requirements of this section?			X	It does not appear that any buffer areas are required.
Sec. 17.05 Parking Lot Landscaping and Screening – Do proposed parking lots meet the requirements of this section?			X	It does not appear that any parking lots are being proposed.
Sec. 17.06 Minimum Standards of Landscape Elements– Does proposed landscaping meet the requirements of this section?		X		Compliance cannot be determined because there is not a landscaping plan included.
Sec. 17.08 Fencing and Walls Construction– Do proposed fences and wall meet the requirements of this section?			X	It does not appear that any fences or walls are being proposed.
Sec. 18.02 Natural Resources – Does the 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	This requirement is not applicable because it is not near any natural features.
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			Located on C7
Sec. 18.04 Lighting – Does proposed lighting meet the requirements of this section?			X	It does not appear than any lighting is proposed.
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	It does not appear that there is any proposed use that would violate this provision.
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	It does not appear that there is any proposed use that would violate this provision.
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			Located on C7
Sec. 19.03 Driveways – Do proposed driveway comply with the requirements of this section?			X	There are not any driveways being proposed.
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	It does not appear that the expansion is near and intersection of a road or driveway.
Sec. 19.05 Private Roads – Do any proposed private roads comply with the requirements of this section?			X	There are not any private roads being proposed.

ZONING ORDINANCE COMPLIANCE CHECKLIST				
PROJECT NAME:		SITE PLAN DATE:		
Requirement	Complies	Does Not Comply	N/A	Comment
Sec. 19.06 Shared Driveways – Do any proposed shared driveways comply with the requirements of this section?			X	There are not any shared driveways being proposed.
Sec. 20.04 Permitted Yard Encroachments for Principal Buildings – Do any proposed yard encroachments qualify for exceptions under the provisions of this section?			X	It does not appear that there are any proposed yard encroachments
Sec. 20.07 One Single-Family Dwelling to a Lot – Are proposed residential lots in compliance with this requirement?			X	This site plan is not proposing any residential lots.
Sec. 20.09 Exception to Frontage Requirements – Do any proposed frontage exceptions qualify under the provisions of this section?			X	It does not appear that this provision is applicable.
Sec. 20.10 Height Requirement Exceptions – Do any proposed height exceptions qualify under the provisions of this section?			X	It does not appear that this provision is applicable.
Sec. 20.12 Fences for Residences – Do any proposed condominiums comply with the requirements of this section?			X	This plan is not proposing any fences for residences.
Sec. 20.14 Condominium Subdivisions – Do proposed condominiums comply with the requirements of this section?			X	This plan is not proposing any condominium subdivisions.
Sec. 20.16 Outdoor Storage – Does proposed outdoor storage comply with the requirements of this section?			X	It does not appear that there is any outdoor storage being proposed.
Sec. 20.20 Accessory Uses, Buildings, and Structures – Do any proposed accessory uses, buildings or structures comply with the requirements of this section?			X	It does not appear that an accessory use, building or structure is being proposed.
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?			X	It does not appear that any soil or gravel is being proposed to be removed.
Sec. 20.22 Off-Premises Advertising Signs / Billboards – Do any proposed off-premises advertising signs comply with the requirements of this?			X	It does not appear that any off-premises advertising signs are being proposed.
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?			X	It does not appear that this plan is proposing to display sexually oriented material

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Ordinance Compliance Checklist.docx

<p align="center">Birch Run Township Site Plan Standards for Approval of Site Plan (Sec. 4.05)</p>			
PROJECT: Emagine Birch Run Expansion		SITE PLAN DATE: May 16, 2018	
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:	Planners Comments: <i>There is no landscape plan provided, although changes to the landscaping appears to be proposed.</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:	Planners Comments: <i>The addition will be built over eight existing parking spaces. The width of the maneuvering lane adjacent to the addition should be reviewed by the Fire Department. This addition will fit the character of the existing area. This addition should not impede the normal orderly development or improvement of the surrounding 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:	Planners Comments: <i>It is shown on the site plan that there are two bushes being removed to accommodate the addition of the movie theater.</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:	Planners 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.				
COMMENTS/FINDINGS OF FACT:				
Applicants Comments:	Planners Comments: <i>The expansion will result in a reduction to the drive next to the expansion therefore, the drive shall be reviewed by the fire department to make sure it is wide enough for emergency vehicles.</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:	Planners Comments: <i>It does appear that there is new sidewalk that is being installed, that will provide access from emergency exits.</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:	Planners Comments: <i>There is a 14-foot drive located next to the addition for vehicular traffic.</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:	Planners Comments: <i>It does not appear that any additional parking areas are being proposed.</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:	Planners 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.				
COMMENTS/FINDINGS OF FACT:				
Applicants Comments:	Planners Comments: <i>The site utilities are located on Sheet Number C7 of the site plan.</i>	Planning Commission Comments:		
11. Site plans shall conform to all applicable requirements of state and federal statutes.				
COMMENTS/FINDINGS OF FACT:				
Applicants Comments:	Planners Comments: <i>There are notes located on Sheet Number C2 that indicate that the site will conform to all applicable requirements of state and federal statutes.</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:	Planners Comments: <i>There are no anticipated hazardous materials at the theater.</i>	Planning Commission Comments:		

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**BIRCH RUN TOWNSHIP
SITE PLAN INFORMATION CHECKLIST**

PROJECT: Emagine Birch Run Expansion

SITE PLAN DATE: May 16, 2018

Site Plan Informational Requirements Section 4.04. D.1	Provided	Not Provided	Note
a. Name, address and telephone number of the applicant (and owner if different) and project designer	X		Located on C1
b. A survey showing property dimensions and legal description, including angles, lot area and dimensions, and an arrow pointing north.	X		Located on C1
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)		N/A	All work is being done in the existing developed portion of the 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.	X		Located on C7
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.	X		Located on C7, A100 and A200
f. Proposed location and dimensions of accessory structures, including trash receptacles.	X		Located on C7
g. Proposed location of free standing and wall signs, and dimensions and construction details of such signs.		N/A	It does not appear that a new sign is being proposed.
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.		X	A landscape plan was not provided but it appears landscaping is being proposed.

**BIRCH RUN TOWNSHIP
SITE PLAN INFORMATION CHECKLIST**

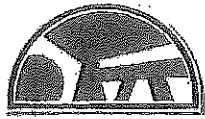
PROJECT: Emagine Birch Run Expansion

SITE PLAN DATE: May 16, 2018

Site Plan Informational Requirements Section 4.04. D.1	Provided	Not Provided	Note
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.	X		Located on C9 and C7
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		Located on C7
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.	X		Located on C7
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		Located on C7
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	It does not appear that there is any hazardous storage being proposed.
n. A statement from the applicant identifying all federal, state, county, and local permits required, if any.	X		Located on C2
o. Elevation drawings of all buildings and structures	X		Located on A200
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		Located on C-1

BIRCH RUN TOWNSHIP SITE PLAN INFORMATION CHECKLIST			
PROJECT: Emagine Birch Run Expansion		SITE PLAN DATE: May 16, 2018	
Site Plan Informational Requirements Section 4.04. D.1	Provided	Not Provided	Note
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.	?		To be determined by the Planning Commission

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ROWE PROFESSIONAL
SERVICES COMPANY

Large Firm Resources. Personal Attention.™

June 27, 2018

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

RE: Site Plan Review for the Commercial Plaza Development

Dear Mr. Setzer:

At your request, ROWE Professional Services Company has completed a preliminary review of the site plan for the above-referenced site. The proposal is for a commercial development plaza. Plans were provided by BM Construction Consultants, with the latest revision date of June 13, 2018. This review is for zoning compliance only. A separate engineering review can be provided by the township engineer. The following are our comments:

Planning Comments:

Informational Requirements

The site plan does not include several elements required under Section 4.04.D.1 of the zoning ordinance. Some may not be applicable. Because this is a preliminary review only, there is some information not required at this point. The zoning ordinance does not specifically grant the planning commission the authority to waive inapplicable requirements, but it may not be reasonable to require information that is not applicable to ordinance requirements. Attached is a Site Plan Review Information Checklist noting all the missing information. Below we have noted the missing information we believe is necessary to verify compliance with the ordinance. We have noted the missing information using the numbering system in 4.04.D.1 to identify the requirement.

- a. Name, address and telephone number of the applicant (and owner if different) and project designer. **It appears that the site plan does not include the applicants address or phone number; this information will need to be added to the site plan to meet this requirement.**
- b. A survey showing property dimensions and legal description, including angles, lot area and dimensions, and an arrow pointing north. **It appears that the site plan is missing the legal description; this information will have to be added to the site plan to comply with this requirement.**
- 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. **There is not a project description on the site plan.**

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

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- 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. **A majority of this information is located on C-2 of the site plan, but it appears that directional arrows in the parking lot area of the site plan would give a better idea of direction of travel in the parking lot.**
- 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. **While drainage calculations are not necessary as part of a preliminary site plan, some idea of how storm drainage will be handled should be 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. **While construction drawings are not required for preliminary site plans, some idea of how sanitary sewer and water should be provided are necessary.**
- n. A statement from the applicant identifying all federal, state, county, and local permits required, if any. **It appears that the permits the applicant will obtain before the development begins construction are not listed on the site plan.**

Zoning Ordinance Compliance

Below are issues we identified with the proposed site plan's compliance with zoning ordinance requirements. The ordinance provision is identified in bold. Attached is the Site Plan Review Information Checklist for the project.

District Dimensional Requirements- It appears that the proposed acreage for the property on the site plan is 1.32 acres and the district requirement is 1.50 acres. The minimum lot width is 200 feet and the parcel is 113 feet. See comment regarding Sec 13.02.

Section 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. **This site plan is not proposing a single-family dwelling, so it does not appear that this exception applies. A 1.50-acre lot is required, but this property is 1.32 acres. The minimum lot width and frontage requirement is 200 feet and this property is 113 feet. The applicant would have to request a variance to meet this requirement.**

Section 16.04 Parking Space Requirements- There is not a specific use being proposed because the proposed development is a spec. building and no usable floor area can be defined; therefore, the number of required spaces is unable to be determined. It can be calculated that, at 100 percent usable floor area, 62 spaces would be required.

Mr. Mike Setzer, Zoning Administrator
June 27, 2018
Page 3

Section 16.05 Loading and Unloading Space Requirement- **The Institutional, Commercial, and Industrial Uses requirement in the zoning ordinance indicates that the loading space requirement is one space plus one space for each up to 5,000 square feet. It does appear that the site has one loading space, but it will have to be determined by the planning commission to if it is necessary.**

Sec. 17.03. Landscape Plan Required- This section requires that existing trees and vegetation to be retained and any trees 6" or larger in diameter must be shown. **Based on aerial photography, it appears several trees are proposed to be removed. Are any 6 inches or larger in diameter?**

Sec. 17.04 Buffer Areas- Do required buffer areas meet the requirements of this section? **The lot line along North Meijer Drive is a side lot line and would require landscaping to meet those provisions. Also, the plan appears to propose shrubs rather than trees along the north lot line. The planning commission can waive and allow modifications for items within Article 17 for buffer areas, fencing, or screening that are unnecessary, inappropriate, or ineffective, or where it would impair vision at a driveway or street intersection per Section 17.09.**

Sec. 17.05 Parking Lot Landscaping and Screening- Do proposed parking lots meet the requirements of this section? **It is unclear which, if any, of the trees are intended to meet the parking lot landscaping requirement.**

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? **Compliance with this requirement cannot be determined because the site plan does not show the water and sewer utilities on the site plan. The utilities will have to be added to the site plan to determine compliance.**

Sec. 19.06 Shared Driveways- Do any proposed shared driveways comply with the requirements of this section? **It appears that the applicant may be sharing a driveway with the adjacent Meijer. However, it appears the driveway has already been approved.**

Standards for Approval

For the planning commission to approve the site plan review, the 12 standards for site plan approval noted in the Standards for Approval of Site Plan checklist and outlined in Section 4.05B of the zoning ordinance must be met. Compliance with the first standard will be determined on whether the planning commission chooses to waive some of the compliance issues noted above. Additionally, the planning commission will also need to approve all the seven standards for special land use approval noted in the Standards for Approval of Site Plan Checklist.

ROWE's review is for compliance with zoning ordinance requirements for the township's use in determination of whether to approve the site plan. 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.

Paula

From: Mike Setzer <msetzer@villageofbirchrun.com>
Sent: Friday, July 27, 2018 8:25 AM
To: 'Paula Counts (building@birchrunwp.com)'
Subject: FW: Birch Run Meijer Drive comments

Paula, please put this in with the Dixie plaza information.

Thanks

Michael Setzer
Building & Zoning Administrator
12060 Heath Street
P. O. Box 371
Birch Run, MI. 48415
(989) 624-5711
(989) 624-9681 fax

From: Doug Piggott <DPiggott@rowepsc.com>
Sent: Thursday, July 26, 2018 4:54 PM
To: Mike Setzer <msetzer@villageofbirchrun.com>
Subject: FW: Birch Run Meijer Drive comments

Mike:

Here are the comments

From: Deveron Sanders
Sent: Wednesday, July 25, 2018 2:13 PM
To: Doug Piggott <DPiggott@rowepsc.com>
Cc: Dean Oparka <DOparka@rowepsc.com>
Subject: Birch Run Meijer Drive comments

Doug,

Here are my comments regarding the storm sewer and drainage for the Proposed Commercial Development site at the Meijer drive.

1. Sheet C-5: The parking lot underdrain detail shows the underdrain directly at the bottom of the trench. Underdrain often requires 2" or more of bedding. Please consult desired underdrain manufacturer's specifications to determine if [and type of] bedding is recommended.
2. Ensure that drainage swale along southeast end of site does not affect minimum cover above the Ex. 12" water main in that area.
3. Sheet C-4: The backfill shown under the 17.0' paved driveway should be extended to the full influence area of the pavement instead of being vertically edged.
4. Some of the storm sewer pipe/facilities appear to have just over 1' of cover. Recommended depths to avoid the frost line begin around 3' minimum.
5. An emergency overflow for the detention basin should be shown/added.

6. A note or detail indicating how HDPE pipe sections are to be joined should be added to the plans.
7. If underground storage pipes are part of a separately designed basin system/product, then the manufacturer's detail/shop drawings would be a recommended addition to the plans. If they are simply HDPE pipes, connection details/info for the 6" cleanouts should be included on the plans.
8. Verification should be made that HDPE pipe, particularly within the county ROW, is compliant with local requirements for storm water conveyance.

you have any questions, please let me know.

Veron Q. Sanders, PE | Project Engineer

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Doug Piggott

From: bmccrado@comcast.net
Sent: Thursday, August 02, 2018 12:51 AM
To: Doug Piggott; Dean Oparka
Cc: msetzer@villageofbirchrun.com
Subject: Birch Run Commercial Project - North Meijer's Drive - Revised Plans
Attachments: 170518-BR-RETAIL PLAZA - FARIS KHIER - NORTHERLY MEIJERS DRIVE - REV 7-30-2018.pdf; 184900-080218 docs.pdf

Doug & Deveron,

Please see the reply's in red to Deveron's comments for Birch Run Commercial Development

Here are my comments regarding the storm sewer and drainage for the Proposed Commercial Development site at the Meijer drive.

1. Sheet C-5: The parking lot underdrain detail shows the underdrain directly at the bottom of the trench. Underdrain often requires 2" or more of bedding. Please consult desired underdrain manufacturer's specifications to determine if [and type of] bedding is recommended. (the detail was revised to specify MDOT standard road plan R-80-E, in which the subbase underdrain sits on compacted base, not on stone bedding.. see MDOT standard road plan R-80-E, page 4, subbase underdrain)
2. Ensure that drainage swale along southeast end of site does not affect minimum cover above the Ex. 12" water main in that area. (we have revised the culvert location moving it 3 feet south of the existing watermain so that the cover over the existing watermain remains the same)
3. Sheet C-4: The backfill shown under the 17.0' paved driveway should be extended to the full influence area of the pavement instead of being vertically edged. (revised)
4. Some of the storm sewer pipe/facilities appear to have just over 1' of cover. Recommended depths to avoid the frost line begin around 3' minimum. (as per documents provided by ADS pipe (also published on-line), the minimum cover for the 24 inch HDPE pipe shall be 1 foot)
5. An emergency overflow for the detention basin should be shown/added. (added an emergency overflow structure for detention basin)
6. A note or detail indicating how HDPE pipe sections are to be joined should be added to the plans. (shop drawings shall be submitted to the township for their review and approvals prior to construction)
7. If underground storage pipes are part of a separately designed basin system/product, then the manufacturer's detail/shop drawings would be a recommended addition to the plans. If they are simply HDPE pipes, connection details/info for the 6" cleanouts should be included on the plans. (shop drawings shall be submitted to the township for their review and approvals prior to construction)
8. Verification should be made that HDPE pipe, particularly within the county ROW, is compliant with local requirements for storm water conveyance. (the plans have been submitted to the Saginaw county road commission for review and approvals, and for obtaining a permit, will forward the permit once we receive it)

I will bring 4 sets of 24x36 revised plans to the meeting Thursday August 2, 2018..

**BIRCH RUN TOWNSHIP
ZONING ORDINANCE COMPLIANCE CHECKLIST**

PROJECT NAME: Commercial Plaza Development

SITE PLAN DATE: 6-13-18

Proposed Use: Any generally recognized retail businesses, excluding sexually-oriented businesses, which supplies commodities on the premises within a completely enclosed building including, but not limited to, foods, drugs, liquor, furniture, clothing, dry goods, notions, books, flowers, jewelry, or hardware.	Any generally recognized retail business, excluding sexually-oriented businesses, which supplies commodities on the premises within a completely enclosed building.		
Zoning District: C-2 Highway Commercial	Permitted Principal Land Use	x	Special Land Use

DISTRICT DIMENSIONAL REQUIREMENTS

	Required	Proposed
Minimum Lot Area	1.50 Acres	1.32 Acres; (SEC. 13.02)
Minimum Lot Width and Frontage	200 FT	113 FT; (SEC. 13.02)
Maximum Height in Feet	40 FT	20 FT
Minimum Floor Area Per Dwelling	N/A	N/A
Maximum Lot Coverage	50%	+/- 15.5%
Minimum Front Yard Setback	50 FT	50 FT
Minimum Side Yard Setback	10 FT	10 FT
Minimum Side Yard Setback	10 FT	10 FT
Minimum Rear Yard Setback	20 FT	20 FT

ZONING ORDINANCE COMPLIANCE CHECKLIST

PROJECT NAME Commercial Plaza Development

SITE PLAN DATE: 6-13-18

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 a district that allows single-family dwellings, and not proposing a single-family dwelling.
Sec. 13.03 Nonconforming Uses – Does a nonconforming use comply with the requirements of this section?			X	Not an existing use.
Sec. 13.04 Nonconforming Structure – Does a nonconforming structure comply with the requirements of this section?			X	Not an existing use.

DEVELOPMENT STANDARDS CHECKLIST

Requirement	Complies	Does Not Comply	N/A	Comment
Article 14 Standards and Regulations for Specific Land Uses			X	It does not appear that this land use applies to the Article 14 standards.

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			It appears that the site plan complies with this requirement.
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 I. Landscaping and Screening			X	It does not appear that the proposed site is a nonconforming use.
Sec. 16.05 Loading and Unloading Space Requirements – Does a nonconforming use comply with the requirements for C. Access D. Screening E. Location			X	It does not appear that the proposed site is a nonconforming use.

PARKING COMPLIANCE CHECKLIST

Use	Parking Space Requirement (per Sec. 16.04)	Parking Spaces Provided
Any generally recognized retail businesses, excluding sexually-oriented businesses, which supplies commodities on the premises within a completely enclosed building including, but not limited to, foods, drugs, liquor, furniture, clothing, dry goods, notions, books, flowers, jewelry, or hardware.	One (1) space for every one hundred fifty (150) square feet usable floor area. Because no use is being proposed, and no usable floor area can be defined, the number of spaces required is speculative. At 100 percent usable floor area, 62 spaces would be required.	51
	Loading Space Requirement (per Sec. 16.05 B)	Loading Spaces Provided
Institutional, Commercial and Industrial Uses	One (1) space, for each use up to 5,000 square feet if determined necessary by the planning commission.	1

ZONING ORDINANCE COMPLIANCE CHECKLIST

PROJECT NAME: Commercial Plaza Development			SITE PLAN DATE: 6-13-18	
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		The plan is also missing contours.

ZONING ORDINANCE COMPLIANCE CHECKLIST

PROJECT NAME: Commercial Plaza Development

SITE PLAN DATE: 6-13-18

Requirement	Complies	Does Not Comply	N/A	Comment
Sec. 17.04 Buffer Areas – Do required buffer areas meet the requirements of this section?	?			It appears that dimensions for the buffers need to be added to determine compliance with this requirement.
Sec. 17.05 Parking Lot Landscaping and Screening – Do proposed parking lots meet the requirements of this section?		X		The plan does not show how far the plant is from the pavement.
Sec. 17.06 Minimum Standards of Landscape Elements – Does proposed landscaping meet the requirements of this section?	X			Located on C-3.
Sec. 17.08 Fencing and Walls Construction– Do proposed fences and wall meet the requirements of this section?			X	It does not appear that any fences or walls are being proposed.
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	It appears that this building is not a nonconforming building.
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?		?		Compliance cannot be determined because the site does not show the water and sewer system to the site.
Sec. 18.04 Lighting -- Does proposed lighting meet the requirements of this section?			?	Wall pack lighting appears proposed on the rear of the building but not anywhere else.
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			It does not appear that the proposed use would violate this requirement.
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			It does not appear that the proposed use would violate this requirement.
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?	?			It appears that this development will have access to Meijer's private drive and Dixie Highway; it does appear to meet this section's requirement; applicant will have to have to seek approval from the Saginaw County Road Commission and MDOT.
Sec. 19.03 Driveways – Do proposed driveway comply with the requirements of this section?	X			Located on C-2.

ZONING ORDINANCE COMPLIANCE CHECKLIST

PROJECT NAME: Commercial Plaza Development

SITE PLAN DATE: 6-13-18

Requirement	Complies	Does Not Comply	N/A	Comment
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			Located on C-2.
Sec. 19.05 Private Roads – Do any proposed private roads comply with the requirements of this section?			X	It does not appear that any private roads are being proposed.
Sec. 19.06 Shared Driveways – Do any proposed shared driveways comply with the requirements of this section?	?			It appears that the proposed use may be sharing a drive with Meijer but the drive was approved previously.
Sec. 20.04 Permitted Yard Encroachments for Principal Buildings – Do any proposed yard encroachments qualify for exceptions under the provisions of this section?			X	It does not appear that this requirement is applicable to the site plan.
Sec. 20.07 One Single-Family Dwelling to a Lot – Are proposed residential lots in compliance with this requirement?			X	It does not appear that any residential lots are being proposed in the site plan.
Sec. 20.09 Exception to Frontage Requirements – Do any proposed frontage exceptions qualify under the provisions of this section?			X	It appears that this requirement is not applicable to the site plan.
Sec. 20.10 Height Requirement Exceptions – Do any proposed height exceptions qualify under the provisions of this section?			X	It does not appear that this requirement is applicable to the site plan.
Sec. 20.12 Fences for Residences – Do any proposed condominiums comply with the requirements of this section?			X	It does not appear that any condominiums are being proposed.
Sec. 20.14 Condominium Subdivisions – Do proposed condominiums comply with the requirements of this section?			X	It does not appear that any condominiums are being proposed.
Sec. 20.16 Outdoor Storage – Does proposed outdoor storage comply with the requirements of this section?			X	It does not appear that any outdoor storage is being proposed.
Sec. 20.20 Accessory Uses, Buildings, and Structures – Do any proposed accessory uses, buildings or structures comply with the requirements of this section?			X	It does not appear that any accessory uses are being proposed.
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?			X	It does not appear that any soil or gravel is being proposed to be removed.
Sec. 20.22 Off-Premises Advertising Signs / Billboards – Do any proposed off-premises advertising signs comply with the requirements of this?			X	It does not appear that any signs are being proposed.

ZONING ORDINANCE COMPLIANCE CHECKLIST				
PROJECT NAME: Commercial Plaza Development			SITE PLAN DATE: 6-13-18	
Requirement	Complies	Does Not Comply	N/A	Comment
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?			X	It appears that this requirement is not applicable to the site plan.

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BIRCH RUN TOWNSHIP SITE PLAN REVIEW CHECKLIST			
PROJECT: Commercial Plaza Development		SITE PLAN DATE: 6-13-18	
Site Plan Informational Requirements Section 4.04. D.1	Provided	Not Provided	Note
a. Name, address and telephone number of the applicant (and owner if different) and project designer		?	The applicant's phone number and address are not provided, the project designer's information is provided.
b. A survey showing property dimensions and legal description, including angles, lot area and dimensions, and an arrow pointing north.		?	The site plan is missing the legal description.
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)		N/A	It appears that there are not any natural features near the 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.	X		Located on C-2.
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.		?	Located on A-2.0, A-1.0, and C-2. There is no project description and the plan does not include the number of employees per shift, although this appears to be a spec. building without specific uses planned.
f. Proposed location and dimensions of accessory structures, including trash receptacles.	X		Located on C-2.
g. Proposed location of free standing and wall signs, and dimensions and construction details of such signs.		N/A	Appears to show a sign but the item is not labeled as a sign. No dimensions provided.
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.	X		Located on C-3.

**BIRCH RUN TOWNSHIP
SITE PLAN REVIEW CHECKLIST**

PROJECT: Commercial Plaza Development

SITE PLAN DATE: 6-13-18

Site Plan Informational Requirements Section 4.04. D.1	Provided	Not Provided	Note
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.	?		Located on C-2, the plan is missing directional arrows in the parking lot to indicate direction of travel. Final construction plans are not necessary for preliminary plans.
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	Final construction plans are not necessary for preliminary plans, but the preliminary plan should show feasibility of the drawing.
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.		X	Final construction plans are not necessary for preliminary plans, but the preliminary plan should show feasibility of the drawing.
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.		N/A	This site plan is a preliminary plan, therefore this requirement is not applicable.
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	It does not appear that there are any storage facilities of hazardous materials located on the site.
n. A statement from the applicant identifying all federal, state, county, and local permits required, if any.		X	The permits the applicant will obtain before development are not listed on the site plan.
o. Elevation drawings of all buildings and structures	X		Located on A-2.0.

<p align="center">BIRCH RUN TOWNSHIP SITE PLAN REVIEW CHECKLIST</p>			
<p>PROJECT: Commercial Plaza Development</p>		<p>SITE PLAN DATE: 6-13-18</p>	
<p>Site Plan Informational Requirements Section 4.04. D.1</p>	<p>Provided</p>	<p>Not Provided</p>	<p>Note</p>
<p>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.</p>	<p>X</p>		<p>Located on C-2.</p>
<p>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.</p>	<p>?</p>		<p>To be determined by the planning commission.</p>

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SITE PLAN REVIEW CHECKLIST.doc