

**Special Birch Run Township Planning Commission Meeting  
July 9, 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, Ed Munson and Elaine Parlberg, Helen Morse

**Others Present:**

Doug Piggott, Rowe Professional Services, Freeman Greer BM Construction Consultants, Faris Gattas Jeer Developer.

**Roll Call:**

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

**Minutes:**

Approval of the May 31, 2018 Special Planning Commission Meeting Minutes

Motion by Sheridan second by Parlberg to approve May 31, 2018 minutes.

Motion carried by unanimous vote.

**Public Hearing-Preliminary 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 drawing level were actually at final approval level. 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.

iii. Public Comment/ Correspondence  
None

iv. Staff Comments (Rowe Professional Services Co.)

Doug Piggott stated as a preliminary site review not all issues need to be addressed, however he went over his letter of requirements and said that with the latest drawing submission most of the points were taken care of. (See attached information) An Engrg review has not been completed as the drawing were only delivered the same day as the meeting. Parking spots is an issue, and the lot is a legal nonconforming size per Mike Setzer this has not been an issue in the past for development. The parking issue if approved places the developer at risk.

v. Planning commission discussion and recommendations:

Marr asked about the driveway access on the Meijer driveway and was told the developer has their approval. Would like a letter to that affect for the final approval. Also, questions were raised about the south boundary to make sure people only use the approaches to get in and out of the site. The parking lot has a curb, but the pc asked that additional low scrubs be placed along this boundary to keep people from driving out other than the approaches. Also, the developer needs to get county approval for the Dixie approach, and check on water and sewer connection to insure no problems. Even though this started out as a preliminary review the developer would like this to be the final.

Motion by Parlberg seconded by Marr to do only the preliminary review approval.

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

Motion by Marr seconded Sheridan to approve preliminary site plan with the following conditions: Engineering review of requirement is found satisfactory and the addition of low landscaping scrubs along the south border of the site.

Ayes: Munson, Parlberg, Marr, Schaar, Norris, Sheridan, Morse. 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, size and style of the structure (Max/Min), need for water and sewer hook- up, landscaping, ensuring removal, annual review for occupancy, make sure the community does not pay for this proposal. 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 sample first pass for an 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: Should we allow home solar systems by right or special use, how much coverage is allowed on homes, are separate panels allowed in private solar systems and how much area, Commercial solar systems are by special use, generally about 20 acres. Need to state height and other requirements, state electrical code is in play, as well as other state and federal agencies. Need a decommissioning plan and makes sure cost is covered by developer. Doug will begin to put together an Ordinance and will send us a copy of the Shiawassee County Solar Ordinance.

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

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

**Reports:**

Township Board Representative (Fred Sheridan): None

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

**New Business:**

Setting Public Hearing Dates

Need to fix Legal Nonconforming Ordinance

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

**Announcements:**

Township Board-2nd Tuesday of each month

Planning Commission-Quarterly-Next meeting August 2, 2018

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

DDA-TBA

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

**Adjournment:**

Motion by Sheridan, seconded by Parlberg to adjourn.

Motion Carried by Unanimous Voice Vote

Planning Commission Meeting ended at 9:12 pm.

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Mike Marr  
Secretary





# ROWE PROFESSIONAL SERVICES COMPANY

*Large Firm Resources. Personal Attention.<sup>sm</sup>*

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

Corporate: The ROWE Building, 540 S. Saginaw Street, Ste. 200 • Flint, MI 48502 • O (810) 341-7500 • F (810) 341-7573

With Offices In: Lapeer, MI • Mt. Pleasant, MI • Farmington Hills, MI • Lansing, MI • Grayling, MI • Tri-Cities, MI • Myrtle Beach, SC

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

- 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.**

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.

Mr. Mike Setzer, Zoning Administrator  
June 27, 2018  
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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 Compliance Checklist  
Site Plan Standards for Approval

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<b>BIRCH RUN TOWNSHIP</b> <b>ZONING ORDINANCE COMPLIANCE CHECKLIST</b>	
<b>PROJECT NAME: Commercial Plaza Development</b>	<b>SITE PLAN DATE: 6-13-18</b>

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	<b>x</b>	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				
<b>PROJECT NAME Commercial Plaza Development</b>			<b>SITE PLAN DATE: 6-13-18</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.		<b>X</b>		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?			<b>X</b>	Not an existing use.
Sec. 13.04 Nonconforming Structure – Does a nonconforming structure comply with the requirements of this section?			<b>X</b>	Not an existing use.

DEVELOPMENT STANDARDS CHECKLIST				
Requirement	Complies	Does Not Comply	N/A	Comment
Article 14 Standards and Regulations for Specific Land Uses			<b>X</b>	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	<b>X</b>			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 J. Landscaping and Screening			<b>X</b>	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			<b>X</b>	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 everyone 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.	<b>51</b>
	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.	<b>1</b>

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?		<b>X</b>		The plan is also missing contours.

<b>ZONING ORDINANCE COMPLIANCE CHECKLIST</b>				
<b>PROJECT NAME: Commercial Plaza Development</b>			<b>SITE PLAN DATE: 6-13-18</b>	
<b>Requirement</b>	<b>Complies</b>	<b>Does Not Comply</b>	<b>N/A</b>	<b>Comment</b>
Sec. 17.04 Buffer Areas – Do required buffer areas meet the requirements of this section?	<b>?</b>			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?		<b>X</b>		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?	<b>X</b>			Located on C-3.
Sec. 17.08 Fencing and Walls Construction– Do proposed fences and wall meet the requirements of this section?			<b>X</b>	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			<b>X</b>	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?		<b>?</b>		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?			<b>?</b>	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?	<b>X</b>			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?	<b>X</b>			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?	<b>?</b>			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?	<b>X</b>			Located on C-2.

<b>ZONING ORDINANCE COMPLIANCE CHECKLIST</b>				
<b>PROJECT NAME: Commercial Plaza Development</b>			<b>SITE PLAN DATE: 6-13-18</b>	
<b>Requirement</b>	<b>Complies</b>	<b>Does Not Comply</b>	<b>N/A</b>	<b>Comment</b>
Sec. 19.04 Clear Vision Zone – Do all intersection of roads or intersections of roads and driveways comply with the requirements of this section?	<b>X</b>			Located on C-2.
Sec. 19.05 Private Roads – Do any proposed private roads comply with the requirements of this section?			<b>X</b>	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?	<b>?</b>			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?			<b>X</b>	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?			<b>X</b>	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?			<b>X</b>	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?			<b>X</b>	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?			<b>X</b>	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?			<b>X</b>	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?			<b>X</b>	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?			<b>X</b>	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?			<b>X</b>	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?			<b>X</b>	It does not appear that any signs are being proposed.

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

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<p align="center"><b>BIRCH RUN TOWNSHIP</b>  <b>SITE PLAN REVIEW CHECKLIST</b></p>			
<p><b>PROJECT: Commercial Plaza Development</b></p>		<p><b>SITE PLAN DATE: 6-13-18</b></p>	
<p><b>Site Plan Informational Requirements</b>  <b>Section 4.04. D.1</b></p>	<p>Provided</p>	<p>Not Provided</p>	<p>Note</p>
<p>a. Name, address and telephone number of the applicant (and owner if different) and project designer</p>		<p><b>?</b></p>	<p>The applicant's phone number and address are not provided, the project designer's information is provided.</p>
<p>b. A survey showing property dimensions and legal description, including angles, lot area and dimensions, and an arrow pointing north.</p>		<p><b>?</b></p>	<p>The site plan is missing the legal description.</p>
<p>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)</p>		<p><b>N/A</b></p>	<p>It appears that there are not any natural features near the site.</p>
<p>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.</p>	<p><b>X</b></p>		<p>Located on C-2.</p>
<p>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.</p>		<p><b>?</b></p>	<p>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.</p>
<p>f. Proposed location and dimensions of accessory structures, including trash receptacles.</p>	<p><b>X</b></p>		<p>Located on C-2.</p>
<p>g. Proposed location of free standing and wall signs, and dimensions and construction details of such signs.</p>		<p><b>N/A</b></p>	<p>Appears to show a sign but the item is not labeled as a sign. No dimensions provided.</p>
<p>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.</p>	<p><b>X</b></p>		<p>Located on C-3.</p>

<p align="center"><b>BIRCH RUN TOWNSHIP</b>  <b>SITE PLAN REVIEW CHECKLIST</b></p>			
<p><b>PROJECT: Commercial Plaza Development</b></p>		<p><b>SITE PLAN DATE: 6-13-18</b></p>	
<p><b>Site Plan Informational Requirements</b>  <b>Section 4.04. D.1</b></p>	<p>Provided</p>	<p>Not Provided</p>	<p>Note</p>
<p>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.</p>	<p><b>?</b></p>		<p>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.</p>
<p>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.</p>		<p><b>X</b></p>	<p>Final construction plans are not necessary for preliminary plans, but the preliminary plan should show feasibility of the drawing.</p>
<p>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.</p>		<p><b>X</b></p>	<p>Final construction plans are not necessary for preliminary plans, but the preliminary plan should show feasibility of the drawing.</p>
<p>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.</p>		<p><b>N/A</b></p>	<p>This site plan is a preliminary plan, therefore this requirement is not applicable.</p>
<p>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.</p>		<p><b>N/A</b></p>	<p>It does not appear that there are any storage facilities of hazardous materials located on the site.</p>
<p>n. A statement from the applicant identifying all federal, state, county, and local permits required, if any.</p>		<p><b>X</b></p>	<p>The permits the applicant will obtain before development are not listed on the site plan.</p>
<p>o. Elevation drawings of all buildings and structures</p>	<p><b>X</b></p>		<p>Located on A-2.0.</p>

<p align="center"><b>BIRCH RUN TOWNSHIP</b>  <b>SITE PLAN REVIEW CHECKLIST</b></p>			
<p><b>PROJECT: Commercial Plaza Development</b></p>		<p><b>SITE PLAN DATE: 6-13-18</b></p>	
<p><b>Site Plan Informational Requirements</b>  <b>Section 4.04. D.1</b></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><b>X</b></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><b>?</b></p>		<p>To be determined by the planning commission.</p>

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