

**Special Birch Run Township Planning Commission Meeting
May 8, 2017 at 7:00 p.m.
Birch Run Township Meeting Room
11935 Silver Creek Dr, Birch Run, Michigan 48415**

Minutes

The meeting was called to order by Chairman CJ Norris at 7:00 p.m. with the Pledge of Allegiance to the Flag of the United States of America.

Members Present:

CJ Norris, Chair; Steve Schaar, Vice Chair; Michelle Duncan, Recording Secretary; Members Mike Marr, Fred Sheridan, Ed Munson, Elaine Parlberg and Helen Morse

Members Absent:

None

Motion to Excuse Absentees from the Meeting

None

Others Present:

Doug Piggott and Scott Kree, Rowe Environmental Services; Dave Matzke, Birch Run Township Fire Chief; Ray Letterman, Birch Run Township Supervisor; Kurt Kiesling, Birch Run Township Trustee; Joe Claybaugh, JBS Contracting; Beverly Totten

Roll Call:

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

Absent: None

Agenda Amendments:

Motion by Sheridan, seconded by Marr to add Scott Kree from Rowe Professional Services to the agenda to review the architectural standards from the April 10, 2017 meeting

Motion Carried by Unanimous Voice Vote

Minutes:

Approval of April 10, 2017 Regular Meeting Minutes

Motion by Parlberg, seconded by Marr, to Approve the April 10, 2017 Planning Commission Meeting Minutes as amended below:

Parlberg stated the Zoning Board of Appeals section should show Mike Musial was re-elected as Chair, Dale Trinklein was re-elected as Vice-Chair and Kurt Kiesling was re-elected as Secretary.

Motion Carried by Unanimous Voice Vote

Public Meeting:

Public Hearing: Birch Run Township Fire Station

- i. Public Meeting opened at 7:05 p.m.
- ii. Notification Requirements:
 - Birch Run/Bridgeport Herald (April 12, 2017 edition)
 - *Township Office Informational Board*
 - *Occupants within 300'*
- iii. Applicant presentation
Joe Claybaugh, JBS Contracting, states they are proposing an 80x162 foot building for the new fire station on Dixie Highway. The building will have two entrances on Dixie (one as an exit only and the other a two-way entrance/exit. He states firetrucks will be able to pull thru the driveway easily. It will be constructed of 4-foot high block with metal siding. The front entrance will be cedar beams and the drainage will be in the back flowing east and will flow into the County drain. He goes on to say lights will be gone by the property line to the south and north and most of the lights are not an issue to the west. There is no light trespass off the property.

Marr questioned the fact that there was no interior layout of the building. Piggott states the parking is based on the number of people. It wasn't needed for the interior because of zoning requirements. Marr then asked if a permit needs to be obtained. Claybaugh states they will get permits for soil erosion and any permits required from the Saginaw County Road commission after zoning approval is made.
- iv. Public Comments/Correspondence
None
- v. Staff Comments. (Rowe Professional Services)

Piggott presented his findings.

1. No proposed buffering requirements for the parking lot landscaping.
2. Existing trees are a buffer and are not as required in the zoning ordinance.
3. Lighting section adjacent to residents needs to be 5 feet high and used as an obscuring wall. This will block headlights from cars on Dixie Highway. It currently has a 4-foot elevation change which is serving as a natural berm. The Planning Commission can write an ordinance to waive or modify this requirement.
4. Piggott asked if any wetland concerns have been considered. Claybaugh states ~~no~~ there are none based on their review.
5. Two loading and unloading spaces need to be added.
6. Landscaping can be added later.

7. Stipulations of permits and Saginaw County Road Commission drain and discharge permits need to be on the final site plan.
8. Driveways must be 100 feet away from the building but this can be waived in an ordinance.
9. Calculations for outlet control and emergency overflow in basins needs to be on final drawings.

Rowe Professional Services Summation:

Piggott sees nothing to prevent approval of the site plans, except for the items listed above. Parlberg asks if trees used as buffers are attractive. Piggott states there are many trees already there and they are appealing. Marr states you can't see the house to the south as there is a heavily wooded area on the south side of the property and a commercial building is already on the north side. Piggott states the north side of the property is zoned agricultural and they are far enough from the site. Schaar if the building is meeting the 100-foot center requirements for in and out traffic

Motion by Marr, seconded by Sheridan to approve the special use permit for Birch Run Fire Department based on Rowe Professional Services evaluation of the seven standards, as per attached.

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

- vi. Close Public Meeting at 7:37 p.m.
- vii. Planning Commission Discussion and Recommendation

Conditions include modification of existing site plan to include County, State, Federal permits and the addition of loading and unloading spaces. Norris states the Planning Commission can waive the landscaping for visibility purposes. Marr states that due to the height difference and view to the south, it will avoid light trespass. Piggott states the light will be adjacent for residential use. He goes on to state if the driveway is close to 100 feet that it will be needed for traffic flow for the fire trucks.

Motion by Sheridan, seconded by Marr to approve the site plan including waivers for landscaping from Article 17 (Buffer and Parking Lot), included in Driveway Spacing 19.03. conditions that include modification of existing site plans to include County, State, and Federal permits and the addition of two loading and unloading spaces.

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

Old Business:

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

Open Discussion for Issues not on the Agenda:

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

Reports:

Township Board Representative (Fred Sheridan): Sheridan states the Planning Commission needs to authorize Rowe Professional Services to proceed with reviewing the master plan.

Motion by Sheridan, seconded by Marr to authorize Rowe Professional Services to proceed with updating the master plan.

Motion Carried by Unanimous Voice Vote

Zoning Board of Appeals (ZBA) Representative (Elaine Parlberg) reporting nothing new. Sheridan states there is a public hearing scheduled for June 1, 2017 for an ordinance change for the Mini Storage facility.

New Business:

None

Other

Scott Kree, Rowe Professional Services, reviewed the architectural standards. He asked the Planning Commission to review the sample ordinances he brought and decide what we might want to do and get back with him. He also stated that the examples he supplied were probably stricter than we needed as they were for a city or village. He states the corridor should look the same as the overlay district for design standards. Kree also reviewed the building forms, heights, windows and roof lines. Kree states the Planning Commission can list these items as used to fight blight. They can be listed indigenous to the area and can list specific items such as using specific materials for longevity. Piggott states the wording should be explicit, not general and could be different for each zone.

Announcements:

Upcoming meetings for 2017. All meetings are held in the Governmental Center unless noted:

Township Board Meeting:	2nd Tuesday of each month
Planning Commission Special Meeting:	Next Meeting is scheduled for June 1, 2017
Planning Commission Quarterly Meeting:	Next Meeting is scheduled for June 19, 2017
ZBA Semi Annual Meeting:	3rd Tuesday in April and October
DDA Meeting:	To be announced

Adjournment:

Motion by Marr, Support by Sheridan to adjourn.

Motion Carried by Unanimous Voice Vote

Planning Commission Meeting ended at 8:00 pm.

CJ Norris
Chairman

Michelle Duncan
Recording Secretary

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

STANDARDS		Does Site Meet Requirements		
		Yes	No	N/A
1. Be harmonious with and in accordance with the Master Plan of the Township.				
COMMENTS/FINDINGS OF FACT: The future land use classification is <u>general/community commercial</u> .				
Applicants Comments:	Zoning Administrators Comments: <i>The development is acting as infill development on a currently vacant parcel. The development meets all the location criteria.</i>	Planning Commission Comments:		
2. Be harmonious with and in accordance with the general objectives, intent and purposes of this Ordinance.				
COMMENTS/FINDINGS OF FACT:				
Applicants Comments:	Zoning Administrators Comments: <i>The proposed development will help to assure high quality, rapid responses, and cost effective public safety services.</i>	Planning Commission Comments:		
3. Be designed, constructed, operated and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such a use will not change the essential character of the area in which it is proposed. In determining whether this requirement has been met, consideration shall be given to: a. The bulk, placement, and materials of construction of proposed structures. b. Pedestrian and vehicular circulation. c. The location of vehicular use or parking areas.				
COMMENTS/FINDINGS OF FACT:				
Applicants Comments:	Zoning Administrators Comments: <i>The proposed project appears to be similar to character of the commercial area.</i>	Planning Commission Comments:		
4. Not be hazardous or disturbing to existing or future uses in the same general vicinity.				
COMMENTS/FINDINGS OF FACT:				
Applicants Comments:	Zoning Administrators Comments: <i>There does not appear to be any hazardous or disturbing use to nearby locations.</i>	Planning Commission Comments:		

STANDARDS		Does Site Meet Requirements		
		Yes	No	N/A
5. Be served adequately by essential public facilities and services, such as highways, streets, police, fire protection, drainage structures, refuse disposal, water and sewage facilities and schools, and minimize the impact of traffic generated by the proposed development on adjacent properties.				
COMMENTS/FINDINGS OF FACT:				
Applicants Comments:	Zoning Administrators Comments: <i>The proposed development will be utilizing existing public facilities and services.</i>	Planning Commission Comments:		
6. Not involve uses, activities, processes, materials and equipment or conditions of operation that will be detrimental to any person, property or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors.				
COMMENTS/FINDINGS OF FACT:				
Applicants Comments:	Zoning Administrators Comments: <i>The proposed develop does not appear to be proposing these harmful effects to the general welfare.</i>	Planning Commission Comments:		
7. Not create excessive additional requirements at public cost for public facilities and services.				
COMMENTS/FINDINGS OF FACT:				
Applicants Comments:	Zoning Administrators Comments: <i>The proposed development is located near existing services and facilities.</i>	Planning Commission Comments:		

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