



Memo

FROM THE DESK OF THE ZONING ADMINISTRATOR

To: Planning Commission

Date: 1/15/14

Re: 1/21 meeting notes

We have a site plan amendment to consider. Our Sign Ordinance consultant had knee surgery and this will set us back a month.

- Election of Officers – Chair, Vice Chair and Secretary
- SPA 1748 – This is a proposed 2,502 SF addition to an existing pole barn. It is located at the dead end of Valley Rd at US127. To visit the site, go north on Mission Rd and turn East (right) on Valley Road at the top of the hill and across from the cemetery. Take Valley to the end and it's on the right. The use has been a sign shop, a brake assist manufacturer and is now used by ServPro, a fire and flood restoration business. The addition will be used to store household items needing to be cleaned or waiting to be returned to the home.

The site plan is lacking some of the details on the check list, but gives a good sense of what is going on. I need to have you require that the southerly 14.7 feet of the addition be left off, or a variance is required. The existing building encroaches the rear yard setback, but I would call that a legal non-conforming issue that we cannot increase. The fire department did not receive a copy to review and I sent them a copy and I hope to have a review at the meeting. The same is true for the Storm Water Management plan. I recommend approval and the building permit being issued contingent on meeting the Fire Dept and Drain office requirements.

CHARTER TOWNSHIP OF UNION
Planning Commission
Regular Meeting Agenda

Date: January 21, 2014

Time: 7:00 p.m.

Place: Union Township Hall

Pledge of Allegiance

Roll Call

Approval of minutes for the December 17, 2013 Regular Meeting

Correspondence

Approval of Agenda

Public Comment: Restricted to three (3) minutes regarding issues not on this agenda

NEW BUSINESS

- 1. Election of Officers**

- 2. SPA – 1748: Site Plan Amendment for Addition**

Owner: PJDJ Properties

Location: 4356 E. Valley Road

OTHER BUSINESS

None

Extended Public Comment

Adjournment

CHARTER TOWNSHIP OF UNION
Planning Commission
Regular Meeting

A regular meeting of the Charter Township of Union Planning Commission was held on December 17, 2013 at the Township Hall.

Meeting was called to order at 7:00 p.m.

Roll Call

Present: Squattrito, Primeau, Shingles, Jankens, Fuller, Wagner, Henley

Excused: Mielke, McGuirk

Others Present

Woody Woodruff

Approval of Minutes

Shingles moved and **Wagner** supported the approval of the November 19, 2013 meeting minutes. **Ayes: All. Motion carried.**

Correspondence - None

Approval of Agenda

Henley moved and **Jankens** supported the approval of the agenda. **Ayes: All. Motion carried.**

Public Comment - None

NEW BUSINESS

1. FPR – 1709: Final Platt Review with Revisions of Bamber Office Park Site Condominium, Reconfigure Lots 3, 7, and 8, Condo Document Submission

Mr. Tim Bebee, of Central Michigan Survey and Development presented the proposed reconfiguration.

Fuller moved and **Jankens** supported Recommendation of FPR – 1709 to the Union Township Board of Trustees for Approval. **Ayes: All. Motion carried.**

2. SUP – 1739: A Public Hearing and Recommendation for Special Use Permit for a Country Club in an R2A Zone

Mr. Jim Stark of Mount Pleasant Country Club discussed the plans for a year round practice facility for use by the CMU Women’s Golf Team and County Club members.

Public Hearing: No Comments.

Henley moved and **Shingles** supported Recommendation of SUP – 1739 to the Union Township Board of Trustees for Approval. **Ayes: All. Motion carried.**

3. **SPR – 1739: Site Plan Review for Covered Driving Shelter with facilities**
Chairman Squattrito informed the Commissioners that the ZBA did not have a quorum at their last meeting, and was unable to take action on this item. Discussion was held on options for action.

Jankins moved and **Primeau** supported Tabling SPR – 1739 until the next Planning Commission Meeting scheduled for January 21, 2014. **Ayes: All. Motion carried.**

4. **SUP –1740: Special Use Permit for Public and Institutional Use at 1525 Airway Drive**

Alex Weatherby of Maranatha Baptist Church discussed proposed use of the property.

Public Hearing: No Comments.

Jenkins moved and **Henley** supported Recommendation of SUP – 1740 to the Union Township Board of Trustees for Approval, contingent upon Building Department review for Change of Use and issuance of permit if deemed necessary. **Ayes: All. Motion carried.**

5. **SPR – 1745: Site Plan Review for 2199 Commerce Dr.**

Pete Lorenz, Lorenz Engineering presented plans for the property.

Henley moved and **Wagner** supported Approval of SPR – 1745, contingent upon Mount Pleasant Fire Department and Storm Water Management Plan approval. **Ayes: All. Motion carried.**

Other Business - None

Extended Public Comment - None

Adjournment

The Chair adjourned the meeting at 8:07 p.m.

APPROVED BY:

Alex Fuller - Secretary

(Recorded by Angela Schofield)

Union Township Site Plan Review Application

989 775-5065
Patrice

FILL OUT THE FOLLOWING

- I. This application is for (circle one) Preliminary Site Plan Review Final Site Plan Review
- II. Applicant Name JPW Industries, Inc.
- III. Applicant Address 4356 E. Valley Rd. Mt. Pleasant, MI 48858
- IV. Applicant is (circle) Contractor Architect/Engineer Developer Land Owner (skip 5 & 6)
Other
- V. Land Owner Name _____
- VI. Land Owner Address _____
- VII. Fill out check list that follows. You must check off that each item has been included in the drawing. If an item is not going to be included in the construction, note that in the comment area (for example, under sidewalks write "none" in the comment area if you are not installing any sidewalks). For the first three items, check off if you have made the required submittals to other reviewing agencies.

SUBMITTALS TO OTHER AGENCIES	√ Off	
Storm water management plan approval prior to application. Reviewed by the County Engineer	✓	Copy of Union Township Storm Water Management Plan available upon request. Submit (2) copies of plan and calculations directly to the Isabella County Engineer, contact Bruce Rohrer at (989) 77 20911, ext. 231. Any review fees are additional.
All curb cuts, acceleration/deceleration lanes, additional drives, and other matters pertaining to roads to be approved by MDOT or Isabella County Road Commission prior to application.	✓	MDOT (M 20 sites) at (989) 773 7756. Contact Isabella County Road Commission (all other county roads) at (989) 773 71131. Submit (3) copies.
Mt. Pleasant Fire Dept.	✓	Lt. Steve Martin (989) 773 0808, (2) copies
Isabella Co Transportation Commission (ICTC)	✓	Jan Bauman (989) 773 2913 Ext 3, (2) copies
SITE PLAN REQUIREMENTS	√ Off	Comments - (also indicate any features which will not be included in the development or are not applicable)
Name and addresses of <u>Property Owner</u> Name and Address of <u>Applicant</u> <u>Same</u>	✓	<u>JPW Industries, Inc.</u> <u>4356 E. Valley Rd.</u> <u>Mt. Pleasant, MI 48858</u>

Union Township Site Plan Review Application

<p>The <u>date</u>, <u>north arrow</u> and <u>scale</u>. The scale shall be not less than 1"=20' for property under three (3) acres and not more than 1"=40' for property greater than three acres.</p>	✓	OK
<p>All lot and/or <u>property lines</u> are to be shown and dimensioned, including building <u>setback lines</u></p>	✓	OK
<p>The location and dimensions of all existing and proposed: <u>drives</u>, - - - - - <i>Dim. Not Shown</i> <u>sidewalks</u>, - - - - - <i>Note</i> <u>curb openings</u>, - - - - - <u>acceleration/deceleration lanes</u>, - - - - - <u>signs</u>, - - - - - <u>exterior lighting</u> on buildings and parking lots, - - <u>parking areas</u> (Including handicapped parking spaces, barrier-free building access, unloading areas), - - - - - <u>recreation areas</u>, - - - - - <u>common use areas</u>, - - - - - <u>areas to be conveyed for public use and purpose</u>. -</p>	✓	<p><i>NO dimensions on Drives, curb openings. recommnd wave Sidewalks</i></p>
<p>Elevation of building front, side, and back. Include Sign size, height, and design. Canopy heights extending over driveways accommodate Public Transportation</p>	✓	<i>Not Dimensioned.</i>
<p>Source of utilities. Public water and sewer approval by Union Township Utility Committee prior to application. <i>well & Septic Not Shown</i></p>	✓	<p>Note: Union Township policy is to issue sewer and water permits after application for a building permit. Applicant is advised to contact the utility department for availability prior to site plan review. The township does not coordinate other utility matters. Applicant to assure himself that site is suitable for septic systems, contact Central Michigan District Health Department (773 5921)</p>
<p>All dumpsters shall be screened from public view with an opaque fence or wall no less than six feet in height. Show location. (Note most refuse contractors require concrete pad to place dumpsters upon)</p>	✓	<i>NO Screening shown</i>

Union Township Site Plan Review Application

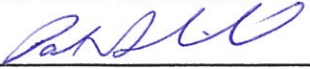
The location and right-of-way width of all abutting roads, streets, alleys and easements.	✓	ok
A locational sketch drawn to scale giving the section number and the nearest crossroads.	✓	None shown
The zoning of the subject property and the abutting properties.	✓	Not shown Industrial South of Valley Rd on North side of
The location, height and type of fences and walls.	✓	Row fence shown w/o height
The location and detailed description of landscaping.	✓	None
For multiple family and mobile home parks, contour intervals shall be shown (two foot intervals for average slopes ten percent and under and five foot intervals for slopes over ten percent). Topography, however, is encouraged to be shown on all site plans.	✓	NA
The location of all existing and proposed structures on and within one hundred feet of the subject property's boundary.	✓	Home to north is over 100' (120')

COMMENTS

I submit the site plan and this application as a true representation of existing and proposed conditions. I agree to install all features as shown and to abide by conditions placed upon approval of this plan by the Union Township Planning Commission . False or inaccurate information placed upon this plan may be

Union Township Site Plan Review Application

cause for revocation of any permits issued pursuant to site plan approval and / or removal of work installed. Any changes to the Site Plan now or in the future must be approved by the Union Township Planning Commission or Zoning Administrator. Approval of this plan shall not constitute the right to violate any provisions of the Union Township Zoning Ordinance 1991-5, or other applicable building or state codes and or laws.



Signature of Applicant

12/4/13

Date

Signature of Owner (if other than applicant)

Date

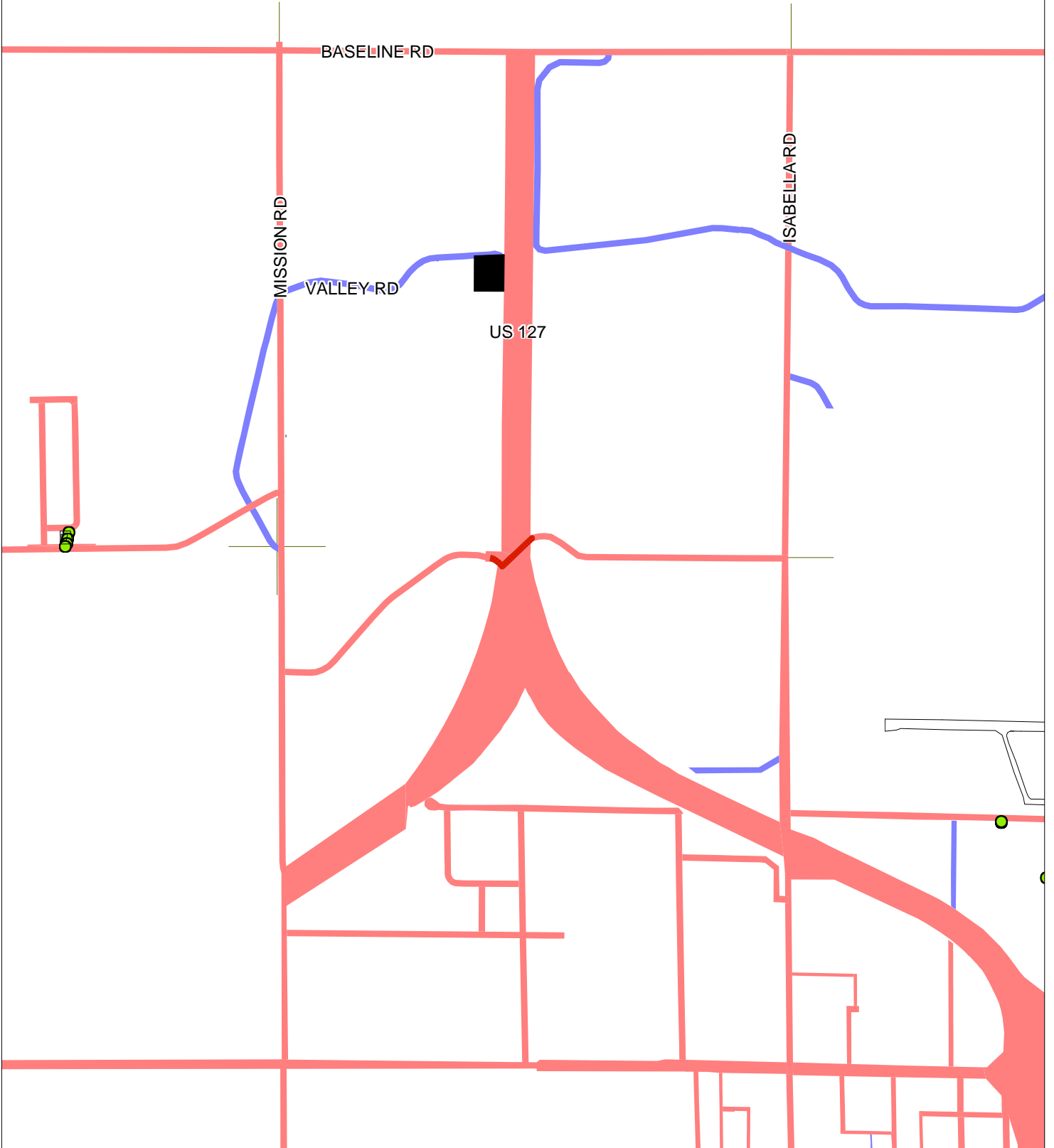
PLEASE PLACE OUR REVIEW ON THE December 18, 2013 (INSERT DATE)
PLANNING COMMISSION MEETING. You will not receive a reminder of the scheduled meeting.

Jan 21, 2014

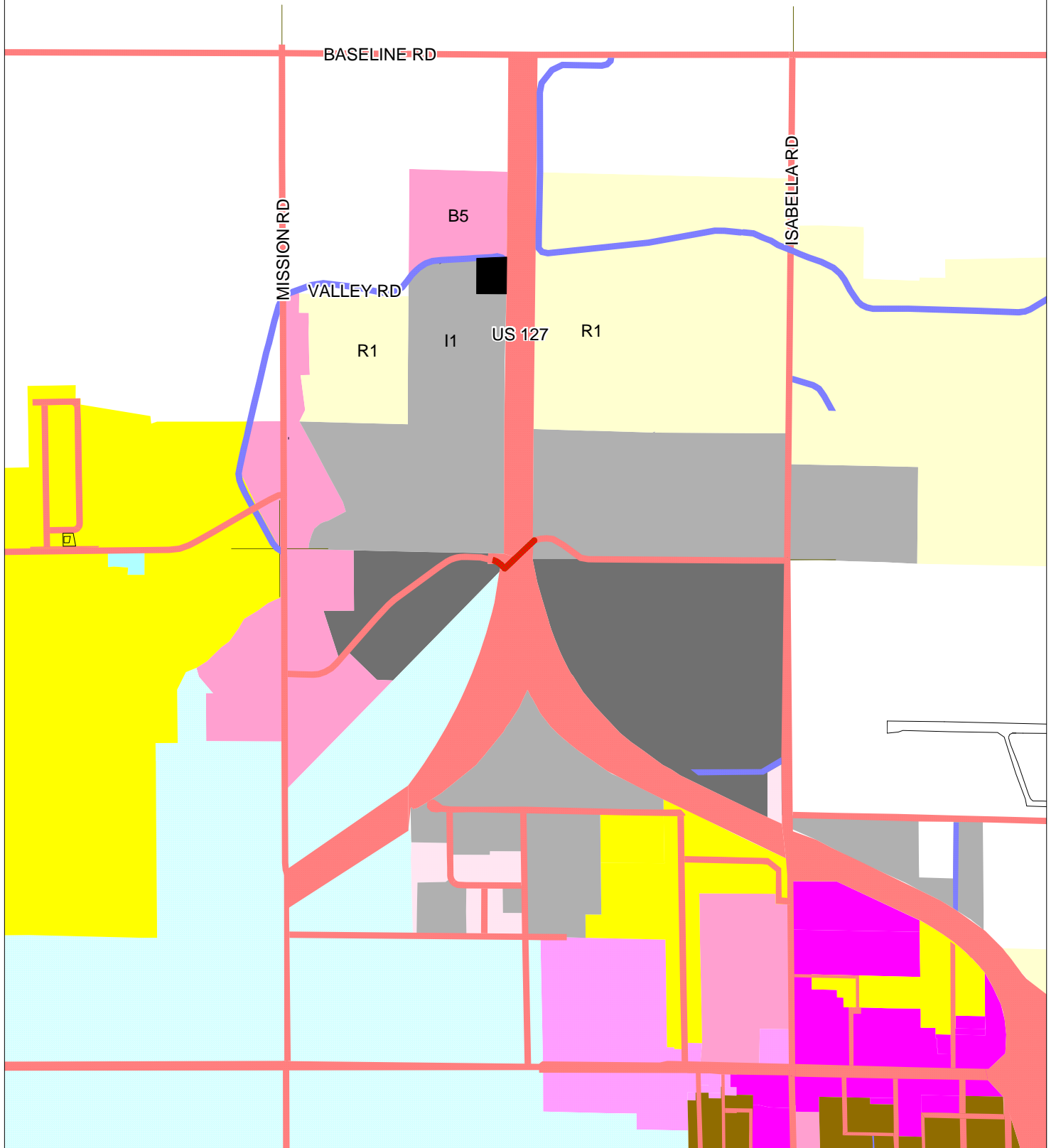
Union Township Site Plan Review Application

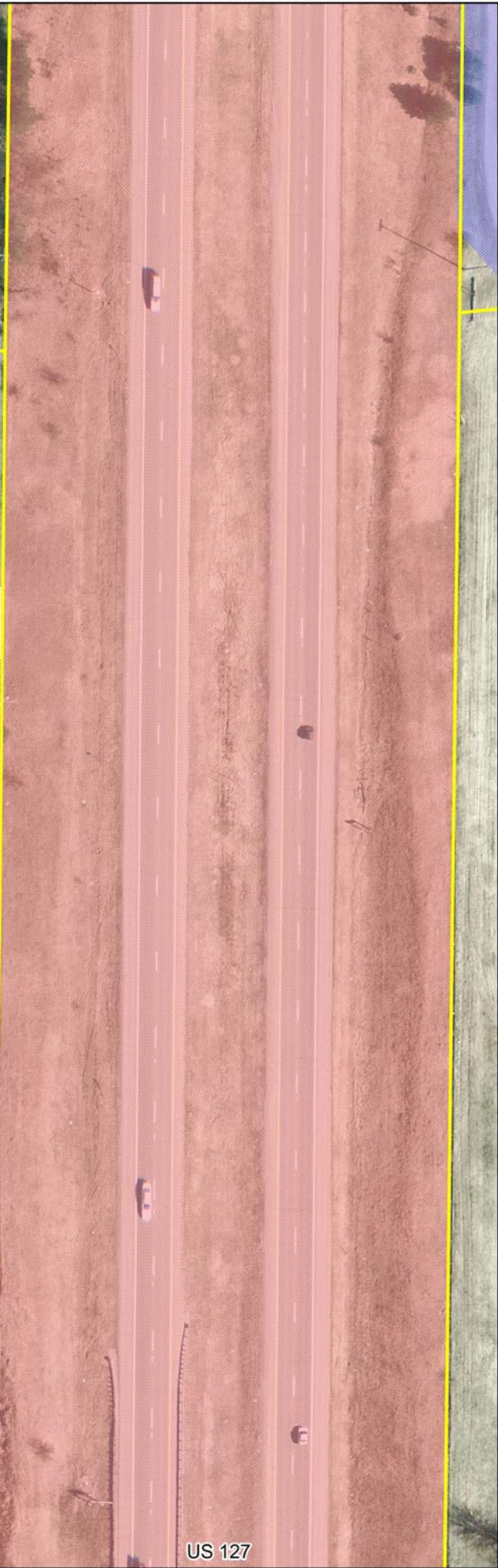
Township use _____	Comments _____
File # <u>SPA 1748</u>	• Lacks some checklist, items
Fee Paid initial <u>wp</u>	• Contingent on MPFD & Drain
Receipt # <u>47569</u>	<u>review</u>
Date received <u>12/11/13</u>	• South 14.7' to be left off
Date review completed by Zoning Administrator <u>1/15/14</u>	<u>due to setback</u>
Place on the <u>1/17/14</u> Planning Commission Agenda	
Planning Commission Decision _____	

LOCATION MAP



ZONING OF SURROUNDING PROPERTIES





US 127

