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
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**

**FILL OUT THE FOLLOWING**

I. This application is for (circle one) 
   - Preliminary Site Plan Review  
   - Final Site Plan Review  

II. Applicant Name: 
   - **J.P.W. 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)

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.

<table>
<thead>
<tr>
<th>SUBMITTALS TO OTHER AGENCIES</th>
<th>√</th>
</tr>
</thead>
<tbody>
<tr>
<td>Storm water management plan approval prior to application. Reviewed by the County Engineer</td>
<td>✓</td>
</tr>
<tr>
<td>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.</td>
<td>✓</td>
</tr>
<tr>
<td>Mt. Pleasant Fire Dept.</td>
<td>/</td>
</tr>
<tr>
<td>Isabella Co Transportation Commission (ICTC)</td>
<td>✓</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SITE PLAN REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name and addresses of Property Owner Name and Address of Applicant</td>
</tr>
</tbody>
</table>

- 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.

- MDOT (M 20 sites) at (989) 773 7756. Contact Isabella County Road Commission (all other county roads) at (989) 773 71131. Submit (3) copies.

- Lt. Steve Martin (989) 773 0808, (2) copies

- Jan Bauman (989) 773 2913 Ext 3, (2) copies

- Comments - (also indicate any features which will not be included in the development or are not applicable)

- **J.P.W. Industries, Inc.**
  - 4356 E. Valley Rd., Mt. Pleasant, MI 48858
**Union Township Site Plan Review Application**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>The date, north arrow and scale. The scale shall be not less than 1&quot;=20' for property under three (3) acres and not more than 1&quot;=40' for property greater than three acres.</td>
<td>✓ OK</td>
</tr>
<tr>
<td>All lot and/or property lines are to be shown and dimensioned, including building setback lines</td>
<td>✓ OK</td>
</tr>
<tr>
<td>The location and dimensions of all existing and proposed: drives, sidewalks, curb openings, acceleration/deceleration lanes, signs, exterior lighting on buildings and parking lots, parking areas (including handicapped parking spaces, barrier-free building access, unloading areas), recreation areas, common use areas, areas to be conveyed for public use and purpose.</td>
<td>No dimensions on drives, curb openings, recommend waive sidewalks</td>
</tr>
<tr>
<td>Elevation of building front, side, and back. Include Sign size, height, and design. Canopy heights extending over driveways accommodate Public Transportation</td>
<td>✓ Not Dimensioned</td>
</tr>
<tr>
<td>Source of utilities. Public water and sewer approval by Union Township Utility Committee prior to application.</td>
<td>✓</td>
</tr>
<tr>
<td>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)</td>
<td>✓ No Screening Shown</td>
</tr>
</tbody>
</table>

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)
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

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.
### Union Township Site Plan Review Application

<table>
<thead>
<tr>
<th>Township use</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>File # SPA 1748</td>
<td>- Lacks some check list items</td>
</tr>
<tr>
<td>Fee Paid initial</td>
<td>- Contingent on MPFD &amp; Drain</td>
</tr>
<tr>
<td>Receipt # 47569</td>
<td></td>
</tr>
<tr>
<td>Date received 12/11/13</td>
<td></td>
</tr>
<tr>
<td>Date review completed by Zoning Administrator 1/15/14 due to研发投入</td>
<td></td>
</tr>
<tr>
<td>Place on the 1/17/14 Planning Commission Agenda</td>
<td></td>
</tr>
</tbody>
</table>

Planning Commission Decision

---
SITE PLAN
SHOWING EXISTING COMMERCIAL BUILDING & PROPOSED ADDITION AT 4356 E. VALLEY RD, MOUNT PLEASANT, MI
LOCATED IN THE SE 1/4 OF THE NW 1/4 OF SEC. 2, T14N, R04W, UNION TWP., ISABELLA CO., MI

LEGEND

- CIR = CAPPED IRON ROLL
- C = CONCRETE SLAB
- G = GRANITE SURFACE
- D = DRAINAGE
- T = TELEPHONE/CABLE ROLL
- W = WATER WELL
- G = GAS METER
- E = ELECTRIC METER
- D = DUMPED LOCATION

SURVEY BOUNDARY:
THIS IS A LEGAL DESCRIPTIVE SURVEY PER PA 320 OF 1975. THE PURPOSE OF THIS MAP IS FOR SITE PLAN PURPOSES ONLY TO BE PRESENTED TO THE ZONING & PLANNING BOARD.

SCALE: 1" = 30'

0 10 20 30 40 50 60 70

DONTZ SURVEYING & CONSTRUCTION, LLC
LICENSED PROFESSIONAL SURVEYOR & RESIDENTIAL BUILDER
1746 PAXMO ROAD, TRAVERSE CITY, WI 49686
PHONE: (231)-329-1980
JOB NO: 042013

1 OF 1

PROPERTY ADDRESS:
4356 EAST VALLEY ROAD
MOUNT PLEASANT, MI 48858

DRAWN BY: MSD DATE: NOVEMBER 29-DEC. 1, 2013
CHECKED BY: MSD DATE: DECEMBER 1, 2013

MATTHEW S. DONTZ, P.S. #56186