



**Planning Commission  
Regular Meeting  
February 20, 2018  
7:00p.m.**

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF MINUTES
  - 1-16-2018 Regular Planning Commission Meeting
5. CORRESPONDENCE / BOARD REPORTS
  - Boards and Commissions Expiration Dates
  - Memo regarding Planner recommendations
6. APPROVAL OF AGENDA
7. PUBLIC COMMENT: Restricted to (3) minutes regarding issues not on this agenda
8. PUBLIC HEARINGS
9. NEW BUSINESS
  - A. SPR 2018-02 Target out lot for Aspen Dental. Bluegrass Retail Management, LLC 4097 Bluegrass Rd.  
*Action: Review information for approval at March PC meeting.*
  - B. SPR 2018-03 Cold Storage Accessory Building Eikenhout Inc. PID 14-011-30-004-03.  
*Action: Review information for approval at March PC meeting.*
  - C. SPA 2018-01 Amendment to site plan SPR 2017-08 for location of sidewalks along Broomfield Rd. *Action: Consider Approval of a modified sidewalk plan.*
10. OTHER BUSINESS
  - A. Election of Officers for 2018. *Action: Elect Officers for 2018*
  - B. Review Planning Commission Bylaws. *Action: Review Bylaws. Amend if needed.*
11. EXTENDED PUBLIC COMMENT: Restricted to 5 minutes regarding any issue
12. FINAL BOARD COMMENT
13. ADJOURNMENT

**CHARTER TOWNSHIP OF UNION**  
**Planning Commission**  
**Regular Meeting**

A regular meeting of the Charter Township of Union Planning Commission was held on January 16, 2018 at the Township Hall.

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

**Roll Call**

Present: Buckley, Fuller, Mielke, Robinette, Strachan, Squattrito, Webster, Woerle, & Zerbe

- Woerle resigned effective 1/10/18 as the Board of Trustee's Representative to the Planning Commission

**Others Present**

Township Planner, Peter Gallinat and Secretary, Jennifer Loveberry

**Approval of Minutes**

Mielke moved Zerbe supported the approval of the December 19, 2017 regular meeting minutes as presented. **Vote: Ayes: 8 Nays: 0. Motion carried.**

Robinette moved Buckley supported the approval of the January 9, 2018 special meeting minutes as presented. **Vote: Ayes: 8 Nays: 0. Motion carried.**

**Correspondence / Reports**

- Webster - Sidewalk / Pathway Prioritization Committee meets again 1/22/18.

**Approval of Agenda**

- Gallinat, Township Planner, read letter written by the applicant to withdraw the following items from the Agenda: **Public Hearing for SUP 2018-01, Agenda Item B: SUP 2018-01 Sand and Gravel Pit, and Agenda Item C: SPR 2018-01 Sand and Gravel Pit**

Buckley moved Zerbe supported approval of the agenda as amended, withdrawing items mentioned above from Agenda, also removing item D: Election of Officers for 2018 until the February 18, 2018 Planning Commission meeting. **Vote: Ayes: 8 Nays 0. Motion carried.**

**Public Comment**

Open 7:09 p.m.

Andy Theisen, 1520 E. Deerfield Rd. – Stated that he is opposed to the Sand and Gravel Pit. Also mentioned code enforcement of Ordinances.

Closed 7:11 p.m.

**Public Hearing**

REZ 2018-01 Rezone .86 of I-2 (General Industrial District) to R-1 (Rural Residential District) Coyne LLC, Crawford Rd. (Harris St.) PID 14-010-30-003-03

Open 7:13 p.m.

Tim Beebe, CMS & D, 510 E. Pickard – Stated that his client is requesting to adjust the residential line.

Closed 7:15 p.m.

**New Business**

**A. REZ 2018-01 Rezone .86 of I-2 (General Industrial District) to R-1 (Rural Residential District) Coyne LLC, Crawford Rd. (Harris St.) PID 14-010-30-003-03**

Fuller moved Mielke supported to approve recommending REZ 2018-01 Coyne LLC, Crawford Rd. (Harris St.) to the Board of Trustees. **Vote: Ayes: 8 Nays 0. Motion carried.**

**B. Review Planning Commission ByLaws**

Discussion was held by the Planning Commission.

**Other Business**

**A. Adoption of the 2018 Master Plan**

Buckley moved Mielke supported to recommend adoption of the 2018 master plan with the edits that have been outlined and published in the 1/9/18 Planning Commission minutes to the Board of Trustees. **Vote: Ayes: 8 Nays 0. Motion carried.**

**Extended Public Comment**

Open 8:17 p.m.

Andy Theisen, 1520 E. Deerfield Rd. – Comment made to the Planning Commission in reference to procedural implementations of violations.

Closed 8:26 p.m.

**Final Board Comment**

Robinette - Inquired about Planning Commission appointments.

Mielke – Commented on Zoning Ordinance. Mentioned the Bureau of Violations in our ordinance and that enforcement is needed to discourage bad behavior and chronic offenders.

Buckley – Recommended procedural changes to Township Planner regarding agenda items.

Squatrito – Thanked fellow Planning Commissioners that have terms expiring in February 2018 for their service.

**Adjournment** – Chairman Squatrito adjourned the meeting at 8:44 p.m.

**APPROVED BY:**

\_\_\_\_\_  
Alex Fuller - Secretary  
John Zerbe – Vice Secretary

*(Recorded by Jennifer Loveberry)*



## Board Expiration Dates

Planning Commission Board Members (9 Members) 3 year term			
#	F Name	L Name	Expiration Date
1-BOT Representative			11/20/2020
2-Chair	Phil	Squatrito	2/15/2020
3- Vice Chair	Bryan	Mielke	2/15/2021
4-Secretary	Alex	Fuller	2/15/2020
5	Stan	Shingles	2/15/2021
6	Ryan	Buckley	2/15/2019
7	Denise	Webster	2/15/2020
8	Mike	Darin	2/15/2019
9	Doug	LaBelle II	2/15/2019
Zoning Board of Appeals Members (5 Members, 2 Alternates) 3 year term			
#	F Name	L Name	Expiration Date
1-Chair	Tim	Warner	12/31/2019
2-PC Rep / Vice Chair	Bryan	Mielke	2/18/2018
3-Vice Secretary	Jake	Hunter	12/31/2019
4	Andy	Theisen	12/31/2019
5	Paul	Gross	12/31/2018
Alt. #1	John	Zerbe	12/31/2019
Alt. #2	Taylor	Sheahan-Stahl	2/15/2021
Board of Review (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Doug	LaBelle II	12/31/2018
2	James	Thering	12/31/2018
3	Bryan	Neyer	12/31/2018
Alt #1	Mary Beth	Orr	1/25/2019
Citizens Task Force on Sustainability (4 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Laura	Coffee	12/31/2018
2	Mike	Lyon	12/31/2018
3	Jay	Kahn	12/31/2018
4	Phil	Mikus	11/20/2020
Construction Board of Appeals (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Colin	Herron	12/31/2019
2	Richard	Klumpp	12/31/2019
3	Andy	Theisen	12/31/2019
Hannah's Bark Park Advisory Board (2 Members from Township) 2 year term			
1	Mark	Stuhldreher	12/31/2018
2	John	Dinse	12/31/2019
Chippewa River District Library Board 4 year term			
1	Ruth	Helwig	12/31/2019
2	Lynn	Laskowsky	12/31/2021



## Board Expiration Dates

EDA Board Members (11 Members) 4 year term			
#	F Name	L Name	Expiration Date
1	Thomas	Kequom	4/14/2019
2	James	Zalud	4/14/2019
3	Richard	Barz	2/13/2021
4	Robert	Bacon	1/13/2019
5	Ben	Gunning	11/20/2020
6	Marty	Figg	6/22/2018
7	Sarvjit	Chowdhary	1/20/2022
8	Cheryl	Hunter	6/22/2019
9	Vance	Johnson	2/13/2021
10	Michael	Smith	2/13/2021
11	Mark	Perry	3/26/2018
Mid Michigan Area Cable Consortium (2 Members)			
#	F Name	L Name	Expiration Date
1	Kim	Smith	12/31/2020
2	Vacant		
Cultural and Recreational Commission (1 seat from Township) 3 year term			
#	F Name	L Name	Expiration Date
1	Brian	Smith	12/31/2019
Sidewalks and Pathways Prioritization Committee (2 year term)			
#	F Name	L Name	Expiration Date
1 BOT Representative	Phil	Mikus	7/26/2019
2 PC Representative	Denise	Webster	8/15/2018
3 Township Resident	Sherrie	Teall	8/15/2019
4 Township Resident	Jeremy	MacDonald	10/17/2018
5 Member at large	Barbara	Anderson	8/15/2019



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TO: Planning Commission  
FROM: Township Planner

**Correspondence**

**02-20-2018**

RE: Planner Recommendations to the Planning Commission.

At a previous Planning Commission meeting the topic of Planner recommendations was brought up. Members of the Planning Commission suggested that although the memos the Planner provides the Commission are helpful, the recommendation should be removed. I informed the Planning commissions that I would discuss this matter with Township staff and let them know what my thoughts are.

A rationale that was provided was that the Planner's recommendations could appear as an official Township position on a decision. I do not agree. My recommendation is simply just that. The Township has not taken an official position until the Planning Commission or some cases the Township Board of Trustees has acted. The Planning Commission has not always followed the recommendation given but, I do not find that a sufficient reason to stop giving recommendations.

A recommendation is given after carefully reviewing the application and talking with the applicant. It is not a hastily made recommendation. Aside from the application and applicant I look to the Zoning Ordinance, Master Plan, public input ahead of meeting (if any) and have at times reached out to professional groups and colleagues for advice.

I believe that continuing to give recommendations on all items before the Planning Commission will continue to be helpful to the Planning Commission. I have cited reasons why below

- Helps to manage expectations of the applicant ahead of the meeting.
- Gives members a starting point to begin consideration while in discussion.

At this time I will continue to provide recommendations on all Planning Commission applications as a best practice recommended by the Michigan Municipal League Planning Commissioners handbook.

Peter Gallinat  
Twp Planner



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TO: Planning Commission  
FROM: Township Planner

**New Business**

**SUBJECT: A) SPR 2018-02 out lot for Aspen Dental 4097 Bluegrass Rd.**

**Applicant:** Bluegrass Retail Management LLC

**Owner:** Target Corporation (Applicant has authorization to seek approval)

**Location:** 4097 Bluegrass Rd. MT PLEASANT, MI 48858

**Current Zoning:** B-4 (General Business District)

**Adjacent Zoning:** MP City to the north, B-5/B-4 to the south across the road, B-4 to the east, MP city to the west.

**Future Land Use/Intent:** Commercial: Shopping, office and professional services with mixed residential uses.

**Current Use:** Retail

**Reason for Request:** Aspen Dental

**History:** Current property is used for a Target retail store. This use has site plan approval from last decade. Currently the project has outside approval from ICTC, Isabella County Drain office for storm water management, Township Utilities, Mt. Pleasant Fire Department, and Isabella County Road Commission.

The City of Mt. Pleasant has expressed a need for a cross access plan between Target and the Mt. Pleasant Shopping Center. The Township has met with the developer of the current project to express the need for cross access between the two sites. The Township has been in contact with Target on the issue.

**Objective of board:** Final site plan was received 19 days (02-01-2018) before our regular scheduled meeting on February 20, 2018. The Planning Commission shall study the site plan and shall, within sixty days of its submittal to the Zoning Official, either approve or disapprove the proposed site plan. If the site plan is disapproved, the reasons for disapproval shall be stated.

**Recommend at this time to review the plan for information and to approve at the March PC meeting. Reasons below**

- Give Township further time to work with Target on cross access between the City and Township.

Peter Gallinat  
Twp Planner

## Union Township Site Plan Review Application 2015 Revision

**FILL OUT THE FOLLOWING**

- I. This application is for (circle one): Preliminary Site Plan Review; Final Site Plan Review;
- II. Applicant Name Bluegrass Retail Management, LLC
- III. Applicant Address 30200 Telegraph RD, Suite 205 Bingham Farms, MI 48025
- IV. Applicant Phone (248) 646-9999 Owner Phone \_\_\_\_\_
- V. Applicant is (circle) Contractor Architect/Engineer; Developer; Land Owner (skip V& VI)  
Other
- VI. Land Owner Name Target Corporation
- VII. Land Owner Address 1000 Nicollet Mall, TPN-12H, Minneapolis, MN 55403
- VIII. Project/Business Name Target Outlet
- IX. 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 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	<input checked="" type="checkbox"/>	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) 772 0911, 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.	<input checked="" type="checkbox"/>	MDOT (M 20, BR 127 sites) at (989) 773 7756. Contact Isabella County Road Commission (all other county roads) at (989) 773 7131. Submit (3) copies.
Mt. Pleasant Fire Dept.	<input checked="" type="checkbox"/>	Sgt Randy Keeler (989) 779-5122, (2) copies
Isabella Co Transportation Commission (ICTC)	<input checked="" type="checkbox"/>	Rick (989) 773 2913, (2) copies
WELLHEAD PROTECTION REPORTING FORMS (Required for all Site Plans)		
Hazardous Substances Reporting Form Part I and II (Forms included in this packet)		Kim Smith (989) 772-4600 ext 224 ksmith@uniontownshipmi.com
PERMIT INFORMATION - DEQ Check List		
SITE PLAN REQUIREMENTS	1 Of	Comments - (also indicate any features which will not be included in the development or are not applicable)
Name and addresses of Property Owner	<input checked="" type="checkbox"/>	
Name and Address of Applicant	<input checked="" type="checkbox"/>	
Provide Construction Type (per Mi Building Code) and if sprinkled, (assume Type IVb, un-sprinkled if not provided)	<input checked="" type="checkbox"/>	



**Union Township Site Plan Review Application 2015 Revision**

<p>The date, north arrow and scale. 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>	<input checked="" type="checkbox"/>	
<p>All lot and/or property lines are to be shown and dimensioned, including building setback lines</p>	<input checked="" type="checkbox"/>	
<p>The location and dimensions of all existing and proposed:          fire hydrants (within 400 feet of building) - - -          drives, -----          sidewalks, (required ) -----          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. -</p>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
<p>Elevation of building front, side, and back. Include Sign size, height, and design. Canopy heights extending over driveways accommodate Public Transportation</p>	<input checked="" type="checkbox"/>	
<p>Source of utilities. Public water and sewer approval by Union Township Utility Coordinator prior to application.</p>	<input checked="" type="checkbox"/>	<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</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>	<input checked="" type="checkbox"/>	
<p>The location and right-of-way width of all abutting roads, streets, alleys and easements.</p>	<input checked="" type="checkbox"/>	
<p>A locational sketch drawn to scale giving the section number and the nearest crossroads.</p>	<input checked="" type="checkbox"/>	

## Union Township Site Plan Review Application 2015 Revision

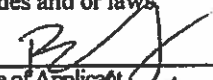
The zoning of the subject property and the abutting properties.	<input checked="" type="checkbox"/>	
The location, height and type of fences and walls.	<input checked="" type="checkbox"/>	
The location and detailed description of landscaping.	<input checked="" type="checkbox"/>	
For multiple family and 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.	<input checked="" type="checkbox"/>	
The location of all existing and proposed structures on and within one hundred feet of the subject property's boundary.	<input checked="" type="checkbox"/>	
For apartments, provide a count of bedrooms per building and total count of bedrooms for the project.	<input checked="" type="checkbox"/>	

### APPLICANT COMMENTS

A 4,000 SF Dental office has been proposed within the existing Target parking lot. Along with the building associated parking, lighting, landscaping and stormwater facilities have been proposed.

**Union Township Site Plan Review Application 2015 Revision**

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 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

1/26/18  
Date

  
Signature of Owner (if other than applicant)

1/30/2018  
Date

PLEASE PLACE OUR REVIEW ON THE 02/20/2018 (INSERT DATE)  
PLANNING COMMISSION MEETING. An owners representative WILL / WILL NOT attend. You will not receive a reminder of the scheduled meeting.

**Union Township Site Plan Review Application 2015 Revision**

<u>Township use</u>	Review Comments
File # _____	_____
Fee Paid initial _____	_____
Receipt # _____	_____
Date received _____	_____
Date review completed by Zoning Administrator _____	
Place on the _____ Planning Commission Agenda	
Planning Commission Decision _____	
	_____

# CHARTER TOWNSHIP OF UNION

## SITE PLAN REVIEW HAZARDOUS SUBSTANCES REPORTING FORM

This form must be completed and submitted as part of the site plan for facilities which may use, store, or generate hazardous substances or polluting materials (including petroleum-based products)

Name of business: Proposed Dental Office

Name of business owner(s): Bluegrass Retail Management, LLC

Street and mailing address: 30200 Telegraph RD, Suite 205 Bingham Farms, MI 48025  
(248) 646-9999


Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**I affirm that the information submitted is accurate.**

Owner(s) signature and date:

  
Authorized Agent

Information compiled by:

Stonefield Engineering and Design

## Part 1: Management of Hazardous Substances and Polluting Materials

1. Y  Will the proposed facility store, use or generate hazardous substances or polluting materials (including petroleum-based products) now or in the future? If yes, please complete this form and submit with your site plan. A catalogue and map of natural resources on and near the site, including an assessment of groundwater vulnerability is required to be submitted with your plan.
2. Y  N  ~~Will the facility~~  
on-site?
3. Y  N  Will any hazardous substances or polluting materials be stored on-site? If yes, identify the storage location on the site plan. Describe the size and type of secondary containment structure here or on an attached page. Submit a map and/or diagram of facilities on the site related to groundwater protection, including secondary containment structures, loading/unloading areas, drinking water wells, septic systems, underground storage tanks and storm drain inlets.
4. Y  N  Will the new underground storage tanks be located less than 2000 feet from a drinking water well serving more than a single household?
5. Y  N  Are existing underground storage tanks on-site less than 200 feet from a drinking water well serving more than a single household?
- If the answer to questions 4 or 5 are yes, you may be in violation of the State of Michigan underground storage tank regulations . For specific requirements, please contact the MDEQ Underground Storage Tank Division. District Office Telephone: 989-894-6200 (Saginaw Bay District Office)
6. Y  N  Will the interior of the facility have general purpose floor drains? (general purpose floor drains should not be connected to a sanitary sewer system, stormwater drainage system, dry well or septic system). If yes, will the floor drain connect to: (circle one)
- a. on-site holding tank  
b. on-site system
- The on-site system must be approved by the MDEQ.  
Contact: MDEQ Waste Management Division.  
District Office telephone: 989-894-6200 (Saginaw Bay District Office)
7. Y  N  Will hazardous substances or polluting materials be stored, used, or handled out-of doors near storm drains which discharge to lakes, streams, or wetlands? If yes, describe the type of catch basin or spill containment facilities which will be used (use an attached sheet with diagram if appropriate).

cc: Charter Township of Union Department of Public Works





# PERMIT INFORMATION

[www.michigan.gov/deqpermits](http://www.michigan.gov/deqpermits)

The Department of Environmental Quality (DEQ) has prepared a list of key questions to help identify what DEQ permits, licenses, or approvals of a permit-like nature may be needed. By contacting the appropriate offices indicated, you will help reduce the possibility that your project or activity will be delayed due to the untimely discovery of additional permitting requirements later in the construction process. While this list covers the existence of permits and approvals required from the DEQ, it is not a comprehensive list of all legal responsibilities. A useful way to learn whether other requirements will apply is to go through the Self-Environmental Assessment in the Michigan Guide to Environmental, Health, and Safety Regulations, online at: <http://www.michigan.gov/ehsguide>. Please call the Environmental Assistance Center at 800-862-9278 to talk with any of the DEQ programs noted below.

KEY QUESTIONS	Yes <input type="checkbox"/>	No <input type="checkbox"/>	PROGRAM, WEBPAGE AND CONTACTS
<b>MISCELLANEOUS CONSTRUCTION</b>			
<i>Air Quality Permit to Install:</i> Will your business involve the installation or construction of any process equipment that has the potential to emit air contaminants (e.g. dry sand blasting, boilers, standby generators)?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	Air Quality Division (AQD), <u>Permit Section</u>
<i>Asbestos Notification:</i> Does the project involve renovating or demolishing all or portions of a building? Notification is required for asbestos removal and required for all demolitions even if the structure never contained asbestos.	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	AQD, <u>Asbestos Program</u>
<i>Land and Water Featured Programs (Water Resources Division) - USACE Consolidated Permits:</i> Please consult the <u>Land and Water Management Decision Tree</u> document to evaluate whether your project needs a land and water management permit (i.e., Does the project involve filling, dredging, placement of structures, draining, or use of a wetland?).	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	Water Resources Division (WRD), <u>Joint Permit Application</u>
<i>Soil Erosion and Sedimentation Control:</i> Does the project involve an earth change activity (including land balancing, demolition involving soil movement, and construction)?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	<u>Soil Erosion and Construction Storm Water</u> , or Contact your <u>Local Agency</u>
<i>NPDES Storm Water Discharge from Construction Sites Notice of Coverage:</i> Does the project involve construction which will disturb one or more acres that come into contact with storm water that enters a storm sewer, drain, lake, stream, or other surface water?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	NPDES <u>Storm Water Permits Program</u> , or appropriate <u>DEQ District Office</u>
<i>Public Swimming Pool Construction (Spas/Hot Tubs) Permits:</i> Will your business involve the construction or modification of a public swimming pool, spa or hot tub?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	<u>Public Swimming Pool Program</u> , or appropriate <u>DEQ District Office</u>
<i>Threatened and Endangered Species:</i> Does the project involve activities that would destroy a protected species of plant or animal or disturb a protected animal species?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	<u>Endangered Species Assessment, Threatened and Endangered Species Program</u> , 517-373-1552
Does the project involve <i>construction</i> or alteration of any <i>sewage collection or treatment</i> facility?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	Appropriate <u>District Office</u> , WRD, Part 41 <u>Construction Permit Program</u>
Does the project involve construction of a facility that landfills, transfers, or processes of any type of <i>solid non-hazardous waste</i> on-site, or places <i>industrial residuals/sludge</i> into or onto the ground?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	Office of Waste Management and Radiological Protection (OWMRP), <u>Solid Waste</u> , Appropriate <u>DEQ District Office</u>
Does the project involve the construction of an on-site treatment, storage, or disposal facility for <i>hazardous waste</i> ?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	OWMRP, <u>Hazardous Waste Section, Treatment, Storage and Disposal</u>
<b>WATER SUPPLY (More information, see: <a href="http://www.michigan.gov/deqwater">http://www.michigan.gov/deqwater</a>, select "drinking water")</b>			
I am buying water from my community water supply (i.e. city of Detroit or Grand Rapids)	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	Contact your <u>Local Water Utility</u>
I have a private or other water supply well (Type III)	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	Contact your (District or County) <u>Local Health Department</u>
I have a Non-Community Water Supply (Type II)	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	<u>Guide</u> , Contact your (District or County) <u>Local Health Department</u>
I am a community water supply (Type I)	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	<u>Community Water Supply</u> , <u>DEQ District Office Community Water Supply Program</u>



<b>WASTEWATER MANAGEMENT</b>			
<i>Storm Water Discharge to Wetlands:</i> Will storm water be collected, stored, or treated in a wetland area from a public road, industrial, commercial, or multi-unit residential development?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	WRD, <u>Joint Permit Application</u>
<i>Great Lakes:</i> Does the project involve construction, filling, or dredging below the Ordinary High Water Mark of one of the Great Lakes?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	WRD, <u>Joint Permit Application</u>
<i>Inland Lakes and Streams:</i> Does the project involve any dredging, filling, placement of structures, or the operation of a marina within an inland waterbody (e.g. lake, river, stream, drain, creek, ditch, or canal), enlargement of a waterbody, or excavation of a pond within 500 feet of a waterbody?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	WRD, <u>Joint Permit Application</u>
<i>Storm Water Ponds and Discharges to Inland Lakes/Streams, or Great Lakes:</i> Will storm water from any road or any other part of the development be discharged either directly or ultimately to an inland waterbody, or one of the Great Lakes; or will a storm water pond be constructed within 500 feet of an inland waterbody?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	WRD, <u>Joint Permit Application</u>
Does the project involve placement of fill, earth moving, or placement of structures within the 100-year floodplain of a watercourse?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	WRD, <u>Joint Permit Application</u>
Does the project involve construction of a building or septic system in a designated Great Lakes high risk erosion area?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	WRD, <u>Shoreland Management</u>
Does the project involve dredging, filling, grading, or other alteration of the soil, vegetation, or natural drainage, or placement of permanent structures in a designated environmental area?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	WRD, <u>Shoreland Management</u>
Does the project propose any development, construction, silvicultural activities or contour alterations within a designated critical dune area?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	WRD, <u>Sand Dune Management</u>
Does the project involve construction of a dam, weir or other structure to impound flow?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	WRD, <u>Dam Safety Program</u>
<b>CONSTRUCTION PERMITS (SECTOR SPECIFIC)</b>			
Does the project involve the construction or alteration of a water supply system or sewage disposal system for a manufactured housing project?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	Office of Drinking Water & Municipal Assistance (ODWMA)
Does the project involve a subdivision or site condominium project utilizing individual on-site subsurface disposal systems or individual wells?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	ODWMA
Does the project involve the construction or modification of a campground?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	ODWMA, <u>Campgrounds program</u>
Does the project involve the construction or modification of a public swimming pool?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	ODWMA, <u>Swimming pools program</u>
<b>OPERATIONAL PERMITS</b>			
<b>Renewable Operating Permit:</b> Does your facility have the potential to emit any of the following: 100 tons per year or more of any criteria pollutant; 10 tons per year or more of any hazardous air pollutant; or 25 tons per year or more of any combination of hazardous air pollutants?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	AQD, <u>Permit Section</u>
<b>NPDES:</b> Does the project involve the discharge of any type of wastewater to a storm sewer, drain, lake, stream, or other surface water?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	WRD, Appropriate <u>DEQ District Office</u> , or <u>National Pollutant Discharge Elimination (NPDES) Permit Program</u>
Does the facility have industrial activity that comes into contact with storm water that enters a storm sewer, drain, lake, stream, or other surface water?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	WRD, <u>Permits Section</u> , or appropriate <u>DEQ District Office</u>
Does the project involve the discharge of wastewaters into or onto the ground (e.g. subsurface disposal or irrigation)?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	WRD, <u>Groundwater Permits Program</u>
Does the project involve the drilling or deepening of wells for waste disposal?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	<u>Office of Oil, Gas and Minerals (OOGM)</u>
Does the project involve landfilling, transferring, or processing of any type of solid non-hazardous waste on-site, or placing industrial residuals/sludge into or onto the ground?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	<u>OWMRP</u> or Appropriate <u>DEQ District Office</u>

Does the project involve the on-site treatment, storage, or disposal of hazardous waste?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	OWMRP, <u>Hazardous and Liquid Waste</u>
Does the project require a site identification number (EPA number) for regulated waste activities (used oil, liquid waste, hazardous waste, universal waste, PCBs)? ( <u>Web Site</u> )	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	OWMRP, Appropriate <u>DEQ District Office</u>
Does the project involve the receipt, possession, manufacture, use, storage, transport, transfer, release, or disposal of radioactive material in any form?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	OWMRP, <u>Radioactive Material and Standards Unit</u>
Does the project involve decommissioning or decontamination of tanks, piping, and/or appurtenances that may have radioactive levels above background?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	OWMRP <u>Radioactive Material and Standards Unit</u>
Do you desire to develop a withdrawal of over 2,000,000 gallons of water per day from any source other than the Great Lakes and their connecting waterways? Or, do you desire to develop a withdrawal of over 5,000,000 gallons of water per day from the Great Lakes or their connecting waterways?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	WRD, DWEHS, <u>Source Water Protection Unit</u>
<b>CHEMICAL ADDITION PROJECTS</b>			
Are you using chemicals or materials in, or in contact with, drinking water at any point in the water works system?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	WRD, Appropriate <u>DEQ District Office, Public Water Supply Program</u>
Are you applying a chemical treatment for the purpose of aquatic nuisance control (pesticide/herbicide etc) in a water body (i.e. lake, pond or river)? (5.	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	WRD, <u>Aquatic Nuisance Control and Remedial Action Unit</u>
Are you applying materials to a water body for a water resource management project (i.e. mosquito control treatments, dye testing, or fish reclamation projects)?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	WRD, <u>Surface Water Assessment Section</u>
<b>OPERATIONAL PERMITS (SECTOR SPECIFIC)</b>			
Does the project involve the transport of some other facility's non-hazardous liquid waste?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	OWMRP, <u>Transporter Program</u>
Does the project involve the transport hazardous waste?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	OWMRP, <u>Transporter Program</u>
Does your facility have an electric generating unit that sells electricity to the grid and burns a fossil fuel?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	AQD, <u>Acid Rain Permit Program</u>
Is the project a dry cleaning establishment utilizing perchloroethylene or a flammable solvent in the cleaning process?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	DEQ, AQD, <u>Dry Cleaning Program</u>
Does your laboratory test potable water as required for compliance and monitoring purposes of the Safe Drinking Water Act?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	DEQ, <u>Laboratory Services Certifications</u>
Does the project involve the generation of medical waste or a facility that treats medical waste prior to its disposal?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	OWMRP, <u>Medical Waste Regulatory Program</u>
Does the project involve transport of septic tank, cesspool, or dry well contents or the discharge of septage or sewage sludge into or onto the ground?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	ODWMA, <u>Septage Program</u>
Do you store, haul, shred or process scrap tires?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	OWMRP, <u>Scrap Tire Program</u>
Does the project involve the operation of a public swimming pool?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	ODWMA, <u>Public Swimming Pools Program</u>
Does the project involve the operation of a campground?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	ODWMA, <u>Campgrounds</u>
Do you engage in the business of hauling bulk water for drinking or household purposes (except for your own household use)?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	ODWMA, <u>Water Hauler Information</u>
<b>PERSONAL LICENSES/CERTIFICATIONS</b>			
Are you designated by your facility to be the Certified Operator to fulfill the requirements of a wastewater discharge permit (NPDES including Storm	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	WRD, <u>Operator Training, Storm Water Program</u>

<b>Water or Groundwater)?</b>		
Are you a drinking water operator in charge of a water treatment or water distribution system, back-up operator, or shift operator?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	WRD, <u>Operator Training</u>
Are you a water-well drilling contractor, pump installer, dewatering well contractor or dewatering well pump installer?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	WRD, <u>Well Construction Unit</u>
<b>OIL, GAS AND MINERALS</b>		
Do you want to operate a central production facility (applies to oil and gas production facilities where products of diverse ownership are commingled)?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	OOGM, <u>Petroleum Geology and Production Unit</u>
Does the project involve the removal of sand from a sand dune area within two (2) miles of a Great Lakes shoreline?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	OOGM, Minerals and Mapping Unit, <u>Sand Dune Mining Program</u>
Does the project involve the diversion and control of water for the mining and processing of low-grade iron ore?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	OOGM, <u>Minerals and Mapping</u>
Does the project involve the surface or open-pit mining of metallic mineral deposits?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	OOGM, <u>Minerals and Mapping</u>
Does the project involve the mining of nonferrous mineral deposits at the surface or in underground mines?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	OOGM, <u>Minerals and Mapping</u>
Does the project involve mining coal?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	OOGM, <u>Minerals and Mapping</u>
Do you want to change the status of an oil or gas well (i.e. plug the well)?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	OOGM, <u>Permits and Bonding Unit</u>
Does the project involve drilling of oil, gas, brine disposal, secondary recovery, or hydrocarbon storage wells?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	OOGM, <u>Permits and Bonding Unit</u>
Does the project involve plugging or deepening of an oil or gas well, or conveying rights in the well as an owner to another person?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	OOGM, <u>Permits and Bonding Unit</u>
Does the project involve changing the status or plugging of a mineral well?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	OOGM, <u>Minerals and Mapping</u>
Does the project involve the drilling or deepening of wells for brine production, solution mining, storage, or as test wells?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	OOGM, <u>Minerals and Mapping</u>
Does the project involve decommissioning or decontamination of tanks, piping, and/or appurtenances that may have radioactive levels above background?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	OOWMRP, <u>Radioactive Protection Programs</u>
<b>STORAGE TANKS (CONSTRUCTION AND OPERATION)</b>		
Does the project involve the installation of an aboveground storage tank for a flammable or combustible liquid (under 200 degrees Fahrenheit)?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	Michigan Department of Licensing and Regulatory Affairs (DLARA) - <u>Storage Tank Unit, 517-335-7211</u>
Does the project involve the installation of a compressed natural gas dispensing station with storage?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	DLARA - <u>Storage Tank Unit, 517-335-7211</u>
Does the project involve the installation of a liquefied petroleum gas container filling location or storage location that has a tank with a capacity of more than 2,000 gallons or has two (2) or more tanks with an aggregate capacity of more than 4,000 gallons?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	DLARA - <u>Storage Tank Unit, 517-335-7211</u>
Does the project involve the installation, removal, or upgrade of an underground storage tank containing a petroleum product or a hazardous substance?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	DLARA - <u>Storage Tank Unit, 517-335-7211</u>
Does the project involve the installation of a hydrogen system?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	DLARA - <u>Storage Tank Unit, 517-335-7211</u>

**Union Township Site Plan Review Application 2015 Revision**

**UNION TOWNSHIP CONSTRUCTION CONTACTS**

**Building & Zoning Permits  
Sign Permit  
Water and Sewer review  
Site Plan Review**

Charter Township of Union  
2010 S. Lincoln Rd  
Mt. Pleasant, MI 48858

(989) 772 4600 (switchboard)  
(989) 773 1988 (FAX)

**Building Official**  
Randy Robinson - Ext. 227  
[rrobinson@uniontownshipmi.com](mailto:rrobinson@uniontownshipmi.com)

**Zoning Administrator**  
Peter Gallinat - Ext. 241  
[pgallinat@uniontownshipmi.com](mailto:pgallinat@uniontownshipmi.com)

**Public Works Coordinator**  
Kim Smith - Ext. 224  
[ksmith@uniontownshipmi.com](mailto:ksmith@uniontownshipmi.com)

**Road Permits**  
(submit (2) copies of site plan directly to proper authority prior to Site Plan Review)

State Highways M 20 and US 127 (portions of E. Pickard Rd, E Remus Rd, and Mission Rd)

MDOT  
1212 Corporate Drive  
Mt. Pleasant, MI 48858  
(989) 773-7756 FAX 775 6329

All other roads

Isabella County Road Commission  
2261 E. Remus Rd  
Mt. Pleasant, MI 48858  
(989) 773 7131 (FAX) 772 2371

ICTC  
2100 E Transportation Dr  
Mt. Pleasant, MI 48858  
(989)772-9441

## **Union Township Site Plan Review Application 2015 Revision**

### **Storm Water Management Plan**

Submit (2) copies of Storm Water Management Plan directly to county engineer prior to Site Plan Review  
Code - Union Township Ord. 1992-9 Storm Water Management

### **Isabella County Building**

Resource Management  
ATTN: Bruce Rohrer PE  
200 N. Main St.  
Mt. Pleasant, MI 48858

(989) 772 0911 Ext. 231 (FAX) 773 7431

### **Plumbing, Electrical, Mechanical Permits**

Isabella County Building  
Inspections  
ATTN: (SEE FOLLOWING LIST)  
200 N. Main St.  
Mt. Pleasant, MI 48858  
(989) 772 0911 Ext. (SEE FOLLOWING) (FAX) 773 7431

Electrical Inspector  
Tim Wardwell - Ext. 230

Plumbing and Mechanical Inspector  
Doug Elias - Ext. 228

### **Fire Department Review**

Sgt. Randy Keeler  
804 E. High St.  
Mt. Pleasant, MI 48858  
(989) 779-5122 (FAX) 773 4020  
[rkeeler@mt-pleasant.org](mailto:rkeeler@mt-pleasant.org)

### **Addressing**

Isabella County Building Official (989) 772 0911, Ext 228

### **Miscellaneous**

Phone - GTE (800) 483 5600, Verizon (800) 483 4000  
Gas/Electric - Consumer Energy (800) 572 4788, MichCon (800) 477 4747 Central MI Dist. Health Dept. (989) 773 5921  
Miss Dig (800) 482 7171



COMMERCIAL REAL ESTATE SERVICES

Matt Friday  
Senior Vice President

CBRE, Inc.

August 18, 2017

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Matt.friday@cbre.com  
www.cbre.com/matt.friday

**Re: NON-BINDING LETTER OF INTENT REGARDING PROPOSED SALE OF  
EXCESS LAND AT TARGET STORE T-924 MT PLEASANT MI**

Dear Gabe:

The purpose of this letter is to set forth some of the basic terms and conditions of the potential purchase by the undersigned (“Buyer”) of a portion of property located at the site of the Target store referred to above. The terms set forth in this letter are non-binding and subject to the approval of Target’s management. Such terms may be incorporated into an “Option Agreement” negotiated and signed by the parties, as contemplated below.

1. **Seller:** Target Corporation (“Target” or “Seller”), a Minnesota corporation
2. **Buyer:** Alrig USA Acquisitions, LLC. (“Buyer”), a Michigan limited liability company.
3. **Property:** The real property (“Property”) located near the Target store located at the 4097 E. Blue Grass Road, Mt Pleasant MI consisting of approximately 0.7 ± acres of land, identified on the preliminary site plan attached hereto as Exhibit A (the “Site Plan”).
4. **Purchase Price:** The Purchase Price shall be payable in all cash (by wire transfer of immediately available funds) at closing.
5. **Property Condition:** “AS IS, WHERE IS, AND WITH ALL FAULTS”
6. **Use:** Development of an approximately 3,750 square foot building single tenant building initially intended to be used for Aspen Dental. Buyer must operate the Property in accordance with all matters of record, all applicable governmental requirements and

the use restrictions set forth on Exhibit B, which will be incorporated into a separate agreement or declaration to be recorded against the Property at Closing. Such use restrictions will be effective for 60 years.

7. **Investigation of Property:** Following the effective date of the Option Agreement, Buyer will have until January 5, 2018 (“**Inspection Period Expiration Date**”) to inspect and investigate the Property (the “**Inspection Period**”).
8. **Option Term and Fee:** Upon execution of the Option Agreement, Buyer must deposit into escrow ten thousand dollars (the “**Initial Option Deposit**”) with a title company approved by Target (“**Title Company**”) of which one thousand dollars ) is immediately non-refundable. To continue the term of the option through February 1, 2018 (“**Option Expiration Date**”), Buyer must make a second deposit in the amount of ten thousand dollars (“**Additional Option Deposit**”) on or before the Inspection Period Expiration Date. At 5:00 p.m. Minneapolis time on the Inspection Period Expiration Date, the Additional Option Deposit and the Initial Deposit (collectively, the “**Option Deposit**”) will become non-refundable. If Buyer exercises its option, the closing will occur no later than the Option Expiration Date and the Option Deposit will be credited towards the Purchase Price.
9. **Title/Escrow Fees/Seller’s Expenses:** Target will provide a commitment for title insurance. The premium for any title insurance policy desired by Buyer, including endorsements, will be paid by Buyer. Target will pay any recording and transfer fees. Escrow fees will be divided evenly between Target and Buyer.

Buyer must reimburse Target for any out-of-pocket costs incurred by Target relating to the following items (“**Seller’s Expenses**”) (a) the issuance and/or cancellation of the title commitment, (b) fees paid to outside consultants relating to the preparation and review of the survey, subdivision and/or site plan of the Property, (c) Buyer’s pursuit of permits, approvals or other governmental authorizations, (d) fees paid to outside consultants for review of development plans, (e) preparation of any documentation necessitated in furtherance of the development plans, (f) preparation and review of exhibits by outside consultants, and (g) fees incurred by Target in obtaining so-called ownership and encumbrance report(s) from the Title Company.

10. **Subdivision and Platting/Survey:** If it is necessary to cause the Property to be platted or subdivided either separately or in conjunction with the balance of the Target property, Buyer will be responsible, at its sole cost and expense, as a condition to closing, to cause such platting or subdivision procedure to be satisfied. Buyer will provide Target with a copy of an ALTA survey of the Property and the balance of the Target store tract at Buyer’s expense. Any updates to the survey will be paid by Buyer.

**11. Signage:**

**Freestanding Signage on Property** Unless restricted by recorded documents or governmental requirements, Buyer may place one freestanding sign on the Property.

**Presence on Shopping Center Signage** Buyer may not place a panel on shared shopping center signage.

**Building Signage** Unless restricted by recorded documents or governmental requirements, Buyer may place building signage on up to 2 sides of the building.

- 12. Public Entitlements:** Buyer, at Buyer's sole cost and expense, will be responsible for obtaining all government approvals and permits. Target may terminate the Option if (a) Buyer has not submitted all of its applications for public entitlements by October 31, 2017 or (b) Target determines that development of the Property in accordance with Buyer's plans will cause the balance of the Target store tract to violate any governmental requirements.
- 13. Repurchase Agreement:** At closing, pursuant to a separate Repurchase Agreement, Target will be granted the right to re-acquire the Property for the Purchase Price if (i) construction has not commenced within 12 months of closing, or (ii) construction is not completed within 24 months of commencement.
- 14. Development/Use Restriction Agreements** Buyer must operate and develop the Property in accordance with all governmental requirements, all matters of record and the use restrictions set forth on Exhibit B.
- At or before closing, the Property may be encumbered with the following:
- At closing, Target will record a separate declaration or other agreement governing the operation, improvement and development of the Property, including relevant matters contemplated by this letter ("Declaration").
- 15. Parking:** The parking ratio requirement for the Property set forth in the Declaration/Amendment to Governing Document(s) will be 4 spaces/1,000 square feet for retail use and 10 spaces/1000 square feet for restaurant use.
- 16. Building Height/Floor Area:** The building height set forth in the Declaration or Amendment to Governing Document(s) will be limited to 22 feet or one story with a 24 foot architectural feature limited to 25% of the length of the wall and the total gross floor area of all improvements on the Property will be limited to 3750 square feet.



## **17. Maintenance and Easements:**

### **Reservation of Easements by Seller**

In the Declaration, Target will reserve easements (as there are currently public dedicated easements that exist) at closing over the Property to maintain the following:

- Existing utilities and facilities that benefit the balance of the Target store tract.
- An access easement allowing access to the Property
- Storm Water Drainage

### **Easements to be Granted to Buyer**

In the Declaration, Buyer will be granted easements at closing over the balance of the Target store tract for the following:

- An access easement allowing access to the Property
- Storm Water Drainage
- Utility lines

### **Maintenance of Property**

Pursuant to the Declaration, Buyer will maintain the building and grounds on the Property at its sole cost and expense, unless existing agreements provide otherwise.

### **Maintenance Fees**

All costs associated with maintaining the Property and the balance of the Target store tract will be equitably allocated between Buyer and Target. Buyer shall pay Target an annual fee of \$2,500 with regards to maintenance of the common area. The fees paid by Buyer to Target will be subject to a 10% increase every 5 years. The maintenance fees will be in addition to any share pertaining to the Property under any other agreements.

**18. Development Plans:** Within thirty (30) days from the execution of the Option Agreement, Buyer will submit to Target for approval a professionally prepared (a) full site plan overlay (including the balance of the Target store tract) showing finished grades, drainage scheme, location of building(s) and other supportive facilities, (b) architectural drawings for the proposed improvements (including elevations for the exposed sides of the building, color scheme and materials), (c) a traffic engineer's opinion of impact of the proposed improvements, (d) an engineer's proposed infrastructure improvements plan and utility relocation plan (if applicable), (e) an access and utility easement proposal (if applicable), (f) the survey described in paragraph 10 above, and (g) the preliminary plat described in paragraph 10 above. Parking ratios

should be described on the site plan overlay and delineated per Target's requirements and city code and labeled on a grid. A preliminary proposed site plan is attached hereto as Exhibit A.

Development plans must not (i) require the building on the balance of the Target store tract to be modified in order to address building code fire resistance requirements, nor (ii) negatively impact any governmental requirements, conditions, or variances associated with the balance of the Target store tract.

Target's approval of the Development plans may be contingent upon Buyer providing a letter of credit, issued by a bank approved by Target, naming Target as beneficiary. The letter credit will be in the amount of 125% of the estimated cost to complete the construction work to be performed on the balance of the Target Tract.

19. **Construction Black-Out Dates:** No construction will be permitted on the Property during the months of October, November, December or January.
20. **Review of Offer(s)/Right to Reject:** Target expressly reserves the right, in its sole discretion, to review and/or reject any or all expressions of interest or offers to purchase the Property, and/or to terminate discussions with any person or entity at any time with or without notice.
21. **Real Estate Tax Proration:** All real estate taxes and current installments of special assessments payable in the calendar year during which the Closing occurs shall be prorated as of the Closing Date (regardless of the year with respect to which the same have been assessed), and any real estate taxes and installments of special assessments that may be or are payable after the calendar year during which the Closing occurs shall be assumed by Buyer without reduction in or credit against the Purchase Price. If the actual amount of real estate taxes payable in the calendar year during which the Closing occurs is not available, then a proration shall be made based on the preceding calendar year's amount and no further adjustment shall be made following the Closing.
22. **Brokers:** Any real estate brokerage commission payable to CBRE Inc. ("Broker") in connection with a closing of the sale contemplated hereby will be paid in accordance with a separate agreement between Target and Broker. If Buyer is represented by a co-broker, said co-broker will be paid by Broker in accordance with a separate agreement between Broker and co-broker.
23. **Proposal remains subject to:** Target's internal management approvals.

As stated above, the Property will be conveyed "AS IS, WHERE IS, AND WITH ALL FAULTS." Target will not provide any representations or warranties related to the environmental condition or the physical status of the site or improvements. Buyer must perform its own due diligence and to determine the condition and suitability of the Property for Buyer's intended use without any reliance upon information provided by Target. Upon the execution of the Option Agreement, Target may provide to Buyer, for informational purposes only, copies of its environmental assessment reports, if any, obtained in connection with marketing the Property.

This letter does not and is not intended to contractually bind the parties and neither party has the right to make a claim against the other based upon this letter or based upon "part performance," "detrimental reliance," obligations of "good faith" or "fair dealing," or other causes of action. This letter solely represents an expression of the basic terms and conditions that may be incorporated into an Option Agreement, if executed by both parties, in both party's sole discretion. This letter does not require either party to negotiate in good faith or proceed to the completion of an Option Agreement.

If the foregoing reflects your understanding of our discussions, please indicate by signing the second copy of this letter in the place indicated and return it to me. If I have not received a signed copy of this letter by August 11, 2017 this proposal will be withdrawn.

Very truly yours,



Matthew Friday  
Senior Vice President

Cc: Zack Kartak (Target)

Purchaser:

Agreed and Accepted: \_\_\_\_\_

Print Name: Gabriel Schuckman

Date: 8/18/17

**EXHIBITS**

Exhibit A: Preliminary Site Plan

Exhibit B: Use Restrictions

## Peter Gallinat

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**From:** Kim Smith  
**Sent:** Thursday, February 08, 2018 8:53 AM  
**To:** Peter Gallinat  
**Cc:** Harvey, Mitchell; Angela Schofield; Modestow, Jake  
**Subject:** RE: 4097 East Blue Grass, Union Township MI Union Township MI  
**Attachments:** FW: 4097 East Blue Grass, Union Township MI Union Township MI

Peter,

Good morning, I have reviewed the site plan for Aspen Dental , which you provided to me on February 7, 2018, via email. For the purpose of site plan approval only this parcel has township water available under the north lane of Bluegrass Road. The site plan provided shows water being serviced from a private line belonging to Target. This project will be required to hookup to the Township 12" water main located on the north side of Bluegrass Road. Prior to permits being issued for this project full plans and profiles for the water lead will need to be reviewed and approved by the Township Department of Public Works.

Township sewer is available on the south side of Bluegrass Road and for the purpose of site plan approval only the layout provided on the site plan is satisfactory.

Prior to permits being issued for this project full plans and profiles for the sewer lead will need to be reviewed and approved by the Township Department of Public Works.

Thank you,

**Kim Smith**



Department of Public Works  
Charter Township of Union  
2010 S. Lincoln Road  
Mt. Pleasant, MI 48858  
Phone (989) 772-4600 ext. 224  
Fax (989) 773-1988  
Visit us on the Web at  
<http://www.uniontownshipmi.com>

"This institution is an equal opportunity provider, and employer."

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**From:** Peter Gallinat  
**Sent:** Wednesday, February 07, 2018 12:31 PM

**Sam Ber Engineering**

Bruce E. Rohrer, P.E.  
957 Morey Drive  
Mt. Pleasant, Michigan 48883  
(989) 330-2150

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February 7, 2018

Peter Galliant  
Charter Township of Union Planner  
2010 S. Lincoln Road  
Mt. Pleasant, MI 48858

RE: Storm Water Management Plan for Proposed Dental Office/ Target Out Lot

Dear Mr. Galliant:

I have reviewed the Storm Water Management Plan prepared by Mitchell Harvey, E.I.T., of Stonefield Engineering & Design, LLC for the above captioned project located in part of the NW ¼ of Section 26, Union Township, located at 4097 East Bluegrass Road. The proposed plan is consistent with the Union Township Storm Water Ordinance because it is within the Target Store storm water plan limits and actually reduces the discharge by increasing grassed areas.

If you have any questions or need any further information, please feel free to contact me in my office.

Sincerely,



Bruce E. Rohrer, P.E.  
Consulting Engineer  
Isabella County

BER/taw

cc: Mitchell Harvey, E.I.T.,  
Stonefield Engineering & Design, LLC



**LOCATION MAP**  
SCALE 1" = 2,000'±

# SITE DEVELOPMENT PLANS FOR TARGET OUTLOT PROPOSED DENTAL OFFICE BUILDING WITH ASSOCIATED IMPROVEMENTS

PARCEL ID 14-026-10-011-00  
4097 EAST BLUE GRASS ROAD  
UNION TOWNSHIP, ISABELLA COUNTY, MICHIGAN

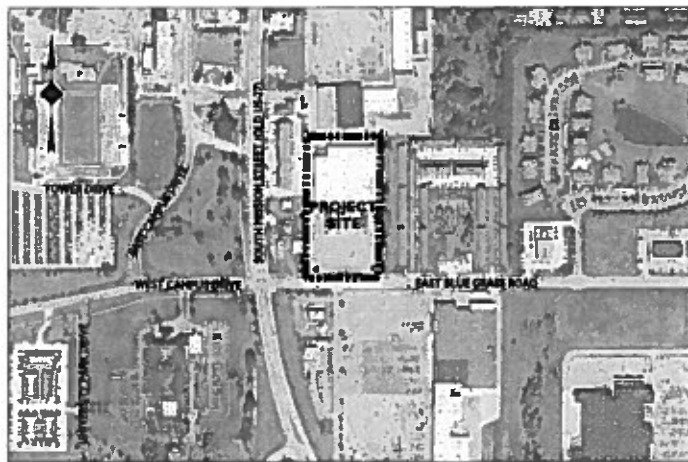
See comments  
Patrick J. Gaffney, P. E.  
Isabella County Road  
Commission  
02-05-2018

**APPLICANT**

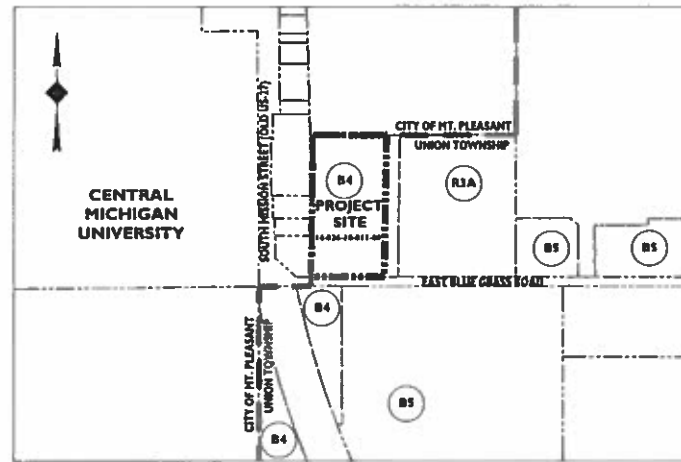
ALING USA ACQUISITIONS, LLC  
3090 TELEGRAPH RD, SUITE 305  
BUSHAM FARMS, MI 48811  
(313) 448-0999

**OWNER**

TARGET CORPORATION  
PO BOX 1458  
MORHEAPOLIS, MI 41109



**AERIAL MAP**  
SCALE 1" = 300'±



**TAX / ZONING / OTHER MAP**  
SCALE 1" = 300'±

PLANS PREPARED BY:



Royal Oak, MI · Long Island City, NY · Rutherford, NJ  
www.stonefielddeng.com

28454 Woodward Avenue, Royal Oak, MI 48067  
Phone 248.247.1115



Know what's below  
Call before you dig.

**PLAN REFERENCE MATERIALS:**

- 1 THIS PLAN SET REPRESENTS THE FOLLOWING DOCUMENTS INCLUDING, BUT NOT LIMITED TO:
  - ALTA AND TOPOGRAPHIC SURVEY PREPARED BY BOWE PROFESSIONAL SERVICES COMPANY DATED 04/22/10
  - ARCHITECTURAL PLANS PREPARED BY XXXX DATED: \_\_\_\_\_
  - GEOTECHNICAL REPORT
  - AERIAL MAP OBTAINED FROM BOWLE EARTH PRO
  - LOCATION MAP OBTAINED FROM USGS ONLINE
  - ZONING INFORMATION OBTAINED FROM THE UNION TOWNSHIP ZONING MAP
- 2 ALL REFERENCE MATERIAL LISTED ABOVE SHALL BE CONSIDERED A PART OF THIS PLAN SET AND ALL INFORMATION CONTAINED WITHIN THESE MATERIALS SHALL BE UTILIZED IN CONJUNCTION WITH THIS PLAN SET. THE CONTRACTOR IS RESPONSIBLE TO OBTAIN A COPY OF EACH REFERENCE AND REVIEW IT THOROUGHLY PRIOR TO THE START OF CONSTRUCTION.

**SHEET INDEX**

DRAWING TITLE	SHEET #
COVER SHEET	C-1
EXISTING CONDITIONS PLAN	C-2
DEVELOPMENT PLAN	C-3
SITE PLAN	C-4
GRADING PLAN	C-5
STORMWATER MANAGEMENT PLAN	C-6
UTILITY PLANS	C-7
LANDSCAPE PLAN	C-8
LANDSCAPE PLAN	C-9
SOIL EROSION & SEDIMENT CONTROL PLAN	C-10
CONSTRUCTION DETAILS	C-11

NO.	DATE	BY	DESCRIPTION
1	04/22/10	XXX	EXHIBITION FOR SITE PLAN APPROVAL

NOT APPROVED FOR CONSTRUCTION

**STONEFIELD**  
engineering & design

Royal Oak, MI · Long Island City, NY · Rutherford, NJ  
www.stonefielddeng.com

28454 Woodward Avenue, Royal Oak, MI 48067  
Phone 248.247.1115

SITE DEVELOPMENT PLANS  
**TARGET OUTLOT**  
PROPOSED DENTAL OFFICE

PARCEL ID: 14-026-10-011-00  
4097 EAST BLUE GRASS ROAD  
UNION TOWNSHIP, ISABELLA COUNTY, MICHIGAN

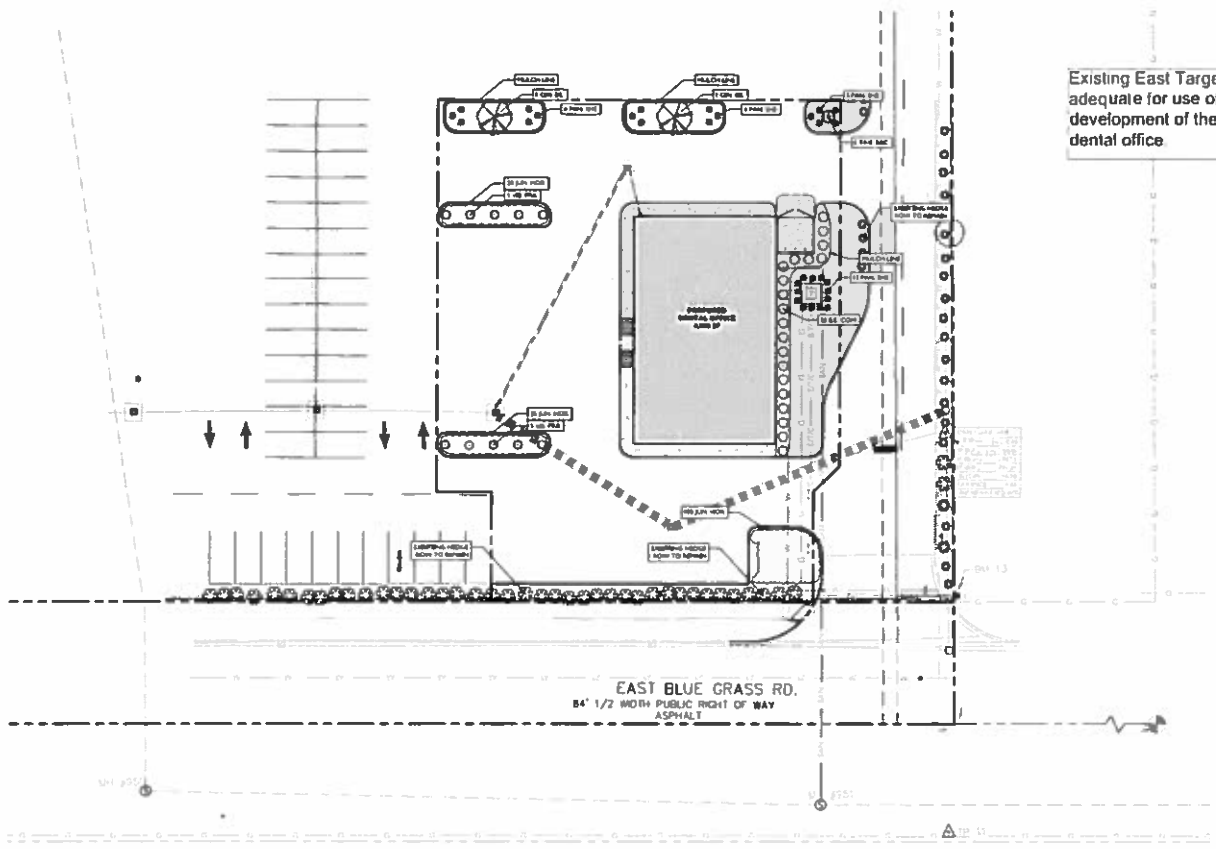
**STONEFIELD**  
engineering & design

SCALE: AS SHOWN PROJECT NO. 14-026-10-011-00  
TITLE  
**COVER SHEET**  
SHEET NO.  
**C-1**

PLANT SCHEDULE					
PLANT KEY	QUANTITY	BOTANICAL NAME	COMMON NAME	SIZE	REMARKS
DECIDUOUS TREES (BT TOTAL)	3				
DRY BL	1	QUERCUS PRINCEPIS	PRINCETON WHITE	12" CAL.	AAA
DRYDBS	2				
TRAIL SAC	1	TRIAL SACCAFA SPINDENS	SPINDENS BUCKLE BUSH	12" 3/4" CAL.	AAA
VEE PAL	10	YUCCA PALMERI	PALMERI YUCCA	12" 3/4" CAL.	AAA
ALL COPL	20	ALLIUM CORNUTUM	CORNUTUM	12" 3/4" CAL.	AAA
SHRUBS COPLS (YR TOTAL)					
ALL MCA	100	MULCH		1 GAL.	4" D.C.
GRASSES (ON TOTAL)					
TRAIL SW	10	TRAIL SW		1 GAL.	4" D.C.

NOTE: IF ANY DISCREPANCIES OCCUR BETWEEN QUANTITIES SHOWN ON THE LANDSCAPE PLAN AND BETWEEN THE PLANT LIST, THE PLANT LIST SHALL PREVAIL.

TREE KEY		
PLANT KEY	PLANT KEY	COMMON NAME
DECIDUOUS TREES		
DRY BL		PRINCETON WHITE



Existing East Target Drive is adequate for use of additional development of the proposed dental office.

**IRRIGATION NOTES:**  
 1. THE CONTRACTOR SHALL PROVIDE A COMPLETE IRRIGATION SYSTEM INCLUDING THE PLANTING SOIL FROM LA-2000 AREA. PIPES TO BE INSTALLED TO THE SURFACE SHALL BE INSTALLED TO THE SURFACE AND SHALL BE INSTALLED TO THE SURFACE.  
 2. THE CONTRACTOR SHALL PROVIDE A COMPLETE IRRIGATION SYSTEM INCLUDING THE PLANTING SOIL FROM LA-2000 AREA. PIPES TO BE INSTALLED TO THE SURFACE SHALL BE INSTALLED TO THE SURFACE AND SHALL BE INSTALLED TO THE SURFACE.  
 3. THE CONTRACTOR SHALL PROVIDE A COMPLETE IRRIGATION SYSTEM INCLUDING THE PLANTING SOIL FROM LA-2000 AREA. PIPES TO BE INSTALLED TO THE SURFACE SHALL BE INSTALLED TO THE SURFACE AND SHALL BE INSTALLED TO THE SURFACE.

- LANDSCAPING NOTES:**
1. THE CONTRACTOR SHALL REMOVE ALL EXISTING GRASS AND LANDSCAPE MEDIA TO EXPOSE EXISTING CONCRETE UNDER THE EXISTING DRIVE.
  2. THE CONTRACTOR SHALL REMOVE ALL EXISTING GRASS MEDIA WITH A MINIMUM 4" LAYER OF TOPSOIL AND SOIL.
  3. THE CONTRACTOR SHALL REMOVE ALL EXISTING GRASS MEDIA WITH A MINIMUM 4" LAYER OF SOIL.
  4. THE CONTRACTOR SHALL PROVIDE LANDSCAPE MEDIA TO REMAIN TO ALL PLANTING AREAS TO BE INSTALLED TO THE SURFACE TO ALL PLANTING AREAS TO BE INSTALLED TO THE SURFACE TO ALL PLANTING AREAS TO BE INSTALLED TO THE SURFACE.
  5. THE CONTRACTOR IS REQUIRED TO LOCATE ALL PLANTING MEDIA IN AREAS OF LANDSCAPING MEDIA PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL PROVIDE DIRECTION AFTER AREA OF DISTURBANCE.
  6. THE CONTRACTOR SHALL REMOVE ALL EXISTING GRASS MEDIA TO EXPOSE EXISTING CONCRETE UNDER THE EXISTING DRIVE. THE CONTRACTOR SHALL PROVIDE LANDSCAPE MEDIA TO REMAIN TO ALL PLANTING AREAS TO BE INSTALLED TO THE SURFACE TO ALL PLANTING AREAS TO BE INSTALLED TO THE SURFACE.



NO.	DATE	BY	DESCRIPTION
1	10/15/20	MM	REVISION FOR SITE PLAN APPROVAL

NOT APPROVED FOR CONSTRUCTION

**STONEFIELD**  
 engineering & design  
 May, Okla. 74  
 Long Island City, NY  
 1344 Woodland Avenue, Springfield, IL 62767  
 Phone: 314.377.1115

**SITE DEVELOPMENT PLANS**  
**TARGET OUTLOT**  
**PROPOSED DENTAL OFFICE**

PARCEL ID: 14-14-14-14-14-14  
 14-14-14-14-14-14 ROAD  
 BARRETT COUNTY, MISSOURI

**STONEFIELD**  
 engineering & design

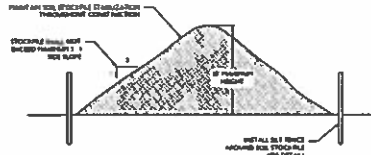
SCALE: 1" = 10'  
 PROJECT NO: 14-14-14

**LANDSCAPING PLAN**

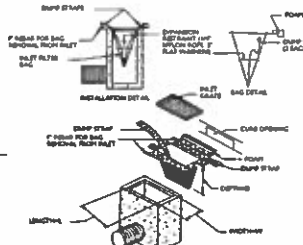
C-9



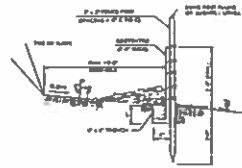
**LOCATION MAP**  
SCALE: 1" = 2,000'±



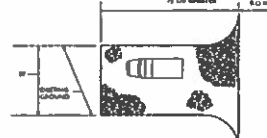
**SOIL STOCKPILE DETAIL**  
NOT TO SCALE



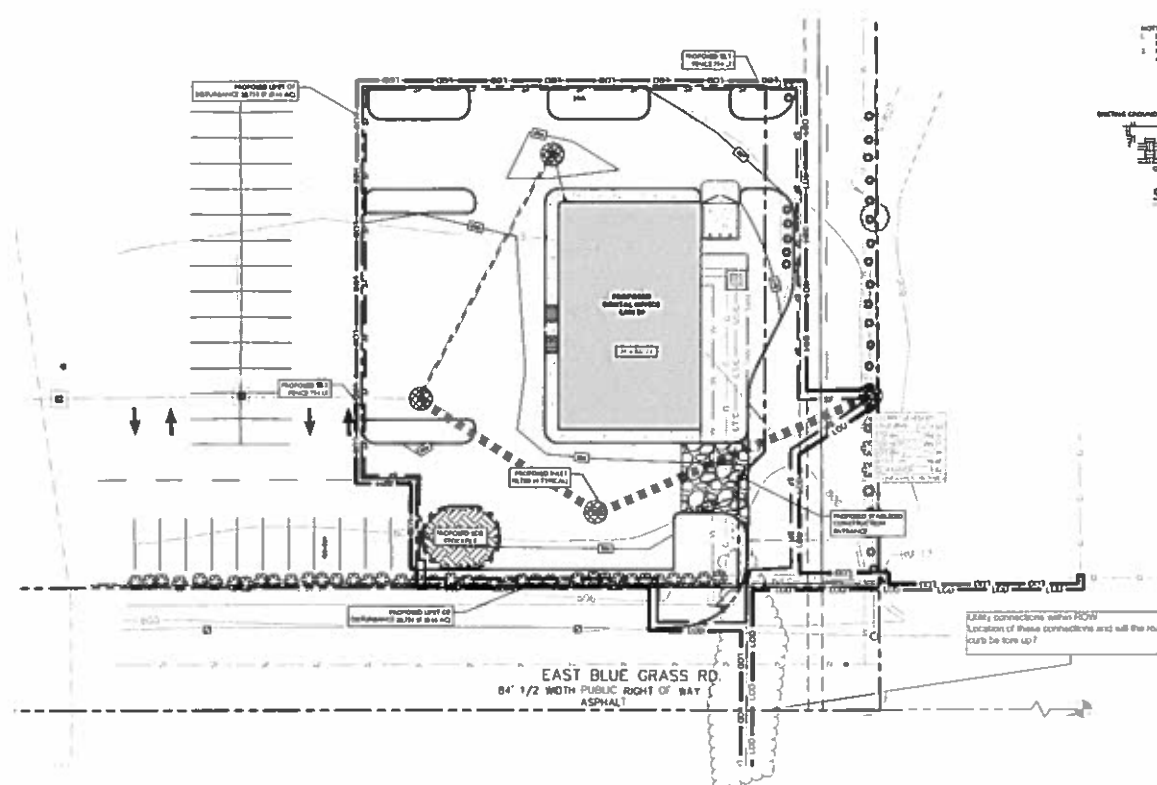
**INLET FILTER BAG DETAIL**



**SILT FENCE DETAIL**



**STABILIZED CONSTRUCTION ENTRANCE DETAIL**  
NOT TO SCALE



**EAST BLUE GRASS RD.**  
84' 1/2" WIDTH PUBLIC RIGHT OF WAY  
ASPHALT

SYMBOL	DESCRIPTION
—	PROPERTY BOUNDARY
- - -	ADJACENT PROPERTY BOUNDARY
---	PROPOSED LIMIT OF DISTURBANCE
---	PROPOSED SILT FENCE
---	PROPOSED TREE PROTECTION FENCE
---	PROPOSED STOCKPILE & EQUIPMENT STORAGE
---	PROPOSED STABILIZED CONSTRUCTION ENTRANCE
---	PROPOSED MULCH PROTECTION FENCE

**SOIL EROSION AND SEDIMENT CONTROL NOTES**

1. THE CONTRACTOR IS RESPONSIBLE FOR SOIL EROSION AND SEDIMENT CONTROL, IN ACCORDANCE WITH LOCAL, STATE, AND FEDERAL REGULATIONS.
2. THE CONTRACTOR IS RESPONSIBLE FOR EYE CONTACT, IN ACCORDANCE WITH LOCAL, STATE, AND FEDERAL, AIR QUALITY REGULATIONS.
3. THE CONTRACTOR IS RESPONSIBLE TO INSPECT ALL SOIL EROSION AND SEDIMENT CONTROL, MEASURES PERIODICALLY AND AFTER A PRECIPITATION EVENT OCCURS. WHEN I. WITHIN THE CONSTRUCTION AREA, THERE ARE ANY EROSION OR SEDIMENT CONTROL MEASURES THAT ARE DAMAGED OR REMOVED, THE CONTRACTOR SHALL REPAIR OR REPLACE THEM THROUGHOUT THE COURSE OF CONSTRUCTION AS REQUIRED.

**ENVIRONMENTAL NOTES**

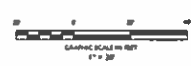
1. THERE ARE NO SENSITIVE SPECIES ON SITE.
2. NO PORTIONS OF THE SITE ARE REFERRED AS HAZARDOUS WASTE.
3. THERE ARE NO ASBESTOS ON SITE.
4. ALL REMEDIATION MEASURES ARE BASED ON THE DATA PROVIDED.

PERMITS & REGULATIONS	
STATE OF INDIANA PERMITS	---
FEDERAL PERMITS	---

**RESPONSE OF CONSTRUCTION**

1. INSTALL SILT FENCE AND CONSTRUCTION ENTRANCE (S) BEFORE ANY EXCAVATION OR EROSION CONTROL MEASURES.
2. DELAY THE AND DETAIL ALL DISTURBED AREAS AND MULCH AS SOON AS POSSIBLE.
3. INSPECT CONSTRUCTION WITH EYE PROTECTION AND GLOVES.
4. CONTACT REPORT OF ANY EROSION OR SEDIMENT CONTROL MEASURES THAT ARE DAMAGED OR REMOVED.
5. MAINTAIN PROPERLY AND REPAIR AS SOON AS POSSIBLE.
6. REPORT SOIL EROSION MEASURES TO LOCAL AGENCIES.

**NOTES** THE DESIGNER HAS APPROVED AND IS REFERRED TO ACT AS A GENERAL GUIDE TO THE CONSTRUCTION THROUGH ALL REGULATIONS AND SUBJECT TO CHANGE BY CONTRACTOR. CONTRACTOR SHALL REPORT CONSTRUCTION ACTIVITIES TO FORMER AND DESIGNER CONTRACTOR SHALL HAVE CONSTRUCTION ACCORDANCE.



NO. 1	DATE	BY	DESCRIPTION
<b>NOT APPROVED FOR CONSTRUCTION</b>			
<b>STONEFIELD</b> engineering & design		Surveyed by Long Island City, NY Surveyed by Long Island City, NY Phone 343.107.1115	
<b>SITE DEVELOPMENT PLANS</b>			
<b>TARGET OUTLOT</b>			
<b>PROPOSED DENTAL OFFICE</b>			
15000 W. 100TH ST. (100TH ST. EXT.) WYOMING COUNTY, INDIANA HANDEL COUNTY, INDIANA			
SCALE	PROJECT NO.	DATE	
1" = 30'	14-158	04/20/20	
<b>SOIL EROSION &amp; SEDIMENT CONTROL PLAN</b>			
<b>C-10</b>			





**Mount Pleasant Fire Department**  
**804 E. High Street**  
**Mount Pleasant, Mi 48858**

**Union Township Site Plan Review**

Friday February 9, 2018

**Dental Office-Target Outlet**

4097 E Bluegrass RD  
Parking Lot  
Mt. Pleasant, MI 48858

A Site Plan Review was conducted on Friday February 9, 2018 and revealed the following requirements listed below.

ORDER TO COMPLY: Since these conditions are contrary to code, you must correct them upon receipt of this notice. Please provide our department the documentation that verifies compliance with the code.

This list shall not be considered all-inclusive, as other requirements may be necessary, additional requirements are located in Chapter 5 and appendixes B, C, and D of the 2012 Edition of the International Fire Code.

If you have any questions regarding this matter, please feel free to contact me at (989) 779-5122.

---

**Violation Code**

---

**1 PROPERTY Identification**

Proposed Dental Office  
Target Outlet Parking Lot  
4097 E. Bluegrass Rd.

4000 square Feet

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**ACCESS ROAD 150 FT Buildings within 150ft of Access Road**

All portions of a building are required to be within 150 feet of an approved Fire Department access road, in accordance with Chapter 5, Section 503.1.1 of the 2012 Edition of the International Fire Code.

Site Plan meets above requirements.

---

**ACCESS AND WATER Road and Water Supply**

When fire apparatus access roads or water supply for fire protection is required to be installed, such protection shall be installed and made serviceable prior to and during the time of construction except when approved alternative methods of protection are provided. Temporary street signs shall be installed at each street intersection when construction of new roadways allows passage by vehicles in accordance with Section 505.2 of the 2012 Edition of the International Fire Code.

---

## Union Township Site Plan Review

### ACCESS ROAD LOAD Designed and Maintained to Support the

All fire apparatus access roads shall be designed and maintained to support the imposed loads of fire apparatus and shall be surfaced so as to provide all-weather driving capabilities in accordance with Chapter 5, Sections 503.2.3 and 503.4 of the 2012 Edition of the International Fire Code.

---

### BUILDING IDENTIFICATION Buildings Shall Have Address

Provide address identification numbers in accordance with Chapter 5, Sections 505.1 of the 2012 Edition of the International Fire Code or applicable to the City of Mt. Pleasant code of ordinances 150.01 Land Usage.

---

### DUMPSTERS Dumpster Locations

Dumpster's and containers with an individual capacity of 1.5 cubic yards or more shall not be stored in buildings or placed within 5 feet of combustible walls, openings or combustible roof eave lines in accordance with Chapter 3, Section 304, and 304.3.3 of the 2012 Edition of the International Fire Code.

Appears as though site plan shows dumpster closer than 5 feet, verify distance.

---

### KNOX BOX Knox Box Requirements and Location

Provide a Knox Key entry device and install it in approved location by the Fire Code Official, as in accordance with Chapter 5, Section 506.1, 506.1.1 and 506.2 of the 2012 Edition of the International Fire Code. (Go to [Knoxbox.com](http://Knoxbox.com) and search by fire department or zip code - select "Mt. Pleasant Fire Department" and place order for the type of Knox box desired.)

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### WATER SUPPLY (GPM) Capable of Supplying the Required Fire

Provide fire hydrants capable of supplying the required fire flow in accordance with Chapter 5, Section 507 of the 2012 Edition of the International Fire Code. The number and spacing of fire hydrants is based on the construction type and square footage of the building in accordance with Appendix B and C and tables B105.1 and C105.1 of the 2012 Edition of the International Fire Code. (Contact Fire Department to verify locations.)

4000 square feet - 1750 gpm 1 hydrant required (existing hydrant on site)

Site Plan meets above requirements.

---

---

Keeler, Randy  
Lieutenant  
Mount Pleasant Fire Department

## Peter Gallinat

---

**From:** Rick Collins [rcollins@ictcbus.com]  
**Sent:** Wednesday, February 07, 2018 2:53 PM  
**To:** Peter Gallinat; Modestow, Jake; Harvey, Mitchell  
**Subject:** RE: 4097 East Blue Grass, Union Township MI Union Township MI

Peter,

I have spoken with Jake. I have no issue with the proposal.

Rick

---

**From:** Peter Gallinat [mailto:pgallinat@uniontownshipmi.com]  
**Sent:** Wednesday, February 07, 2018 12:29 PM  
**To:** Modestow, Jake <jmodestow@stonefieldeng.com>; Harvey, Mitchell <mharvey@stonefieldeng.com>  
**Cc:** Rick Collins <rcollins@ictcbus.com>  
**Subject:** FW: 4097 East Blue Grass, Union Township MI Union Township MI

Jake & Mitch,

These were comments I received back from ICTC

---

**From:** Rick Collins [mailto:rcollins@ictcbus.com]  
**Sent:** Wednesday, February 07, 2018 12:12 PM  
**To:** Peter Gallinat  
**Subject:** RE: 4097 East Blue Grass, Union Township MI Union Township MI

Peter,

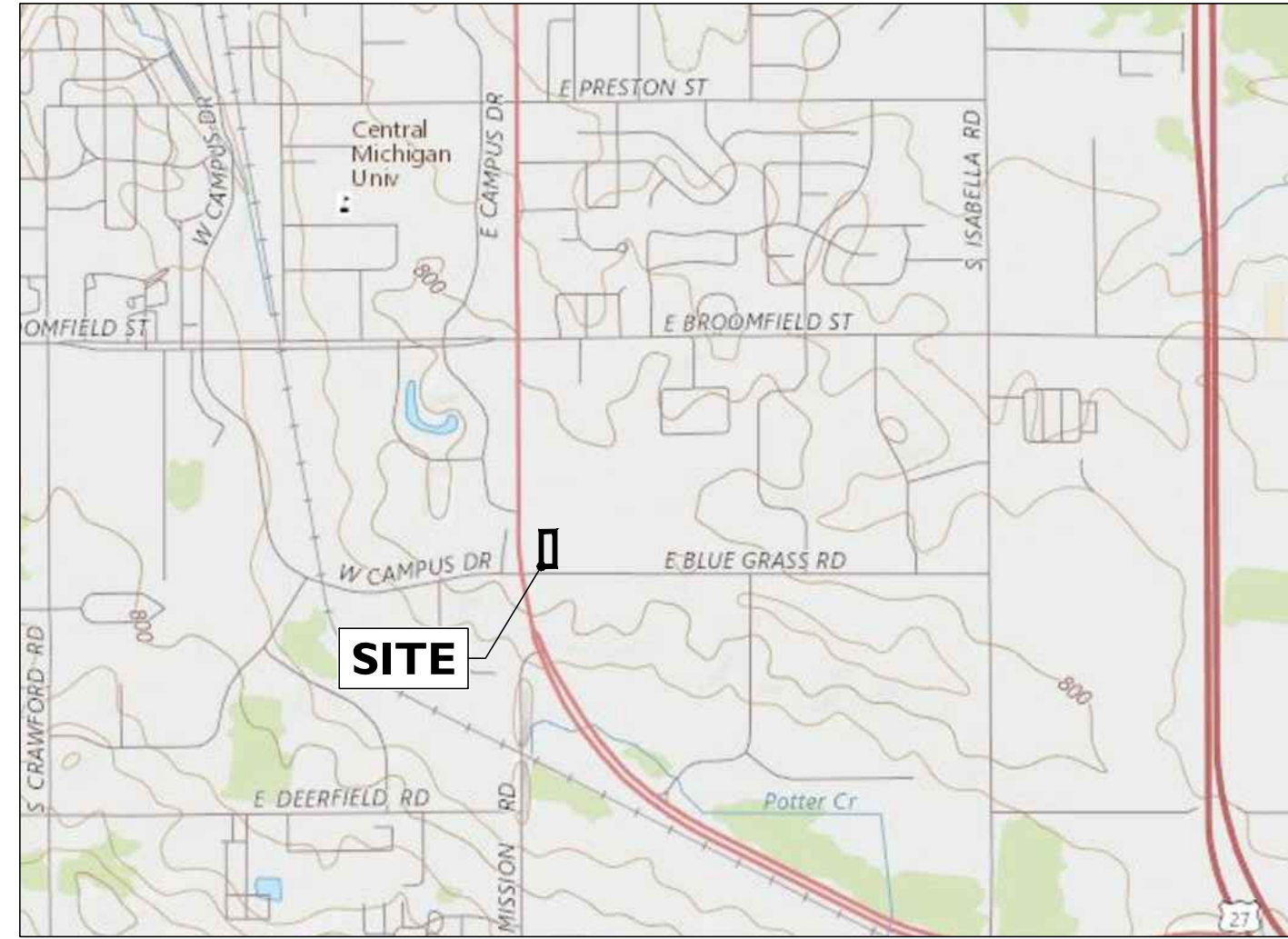
My only concern would be with curbside loading and unloading to the main entrance to the building. It appears that the access into the Aspen parking lot will be on the North side of the building so for a bus to load with its passenger door facing the building it would have to enter the parking lot North of the building, travel South past the entrance of the building, turn around and head back North to the front door. Is that an accurate interpretation of the drawing? If there is a way for a bus to enter South of the building and be facing North at the lobby door area than I have no issue.



**Rick Collins | Executive Director**  
2100 E. Transportation Dr | Mt. Pleasant, MI 48858  
Phone 989.773.6766 | Fax 989.773.1873  
[rcollins@ictcbus.com](mailto:rcollins@ictcbus.com)  
Visit our website at [ictcbus.com](http://ictcbus.com)

---

**From:** Peter Gallinat [mailto:pgallinat@uniontownshipmi.com]  
**Sent:** Wednesday, February 07, 2018 10:56 AM  
**To:** Rick Collins <rcollins@ictcbus.com>  
**Subject:** FW: 4097 East Blue Grass, Union Township MI Union Township MI



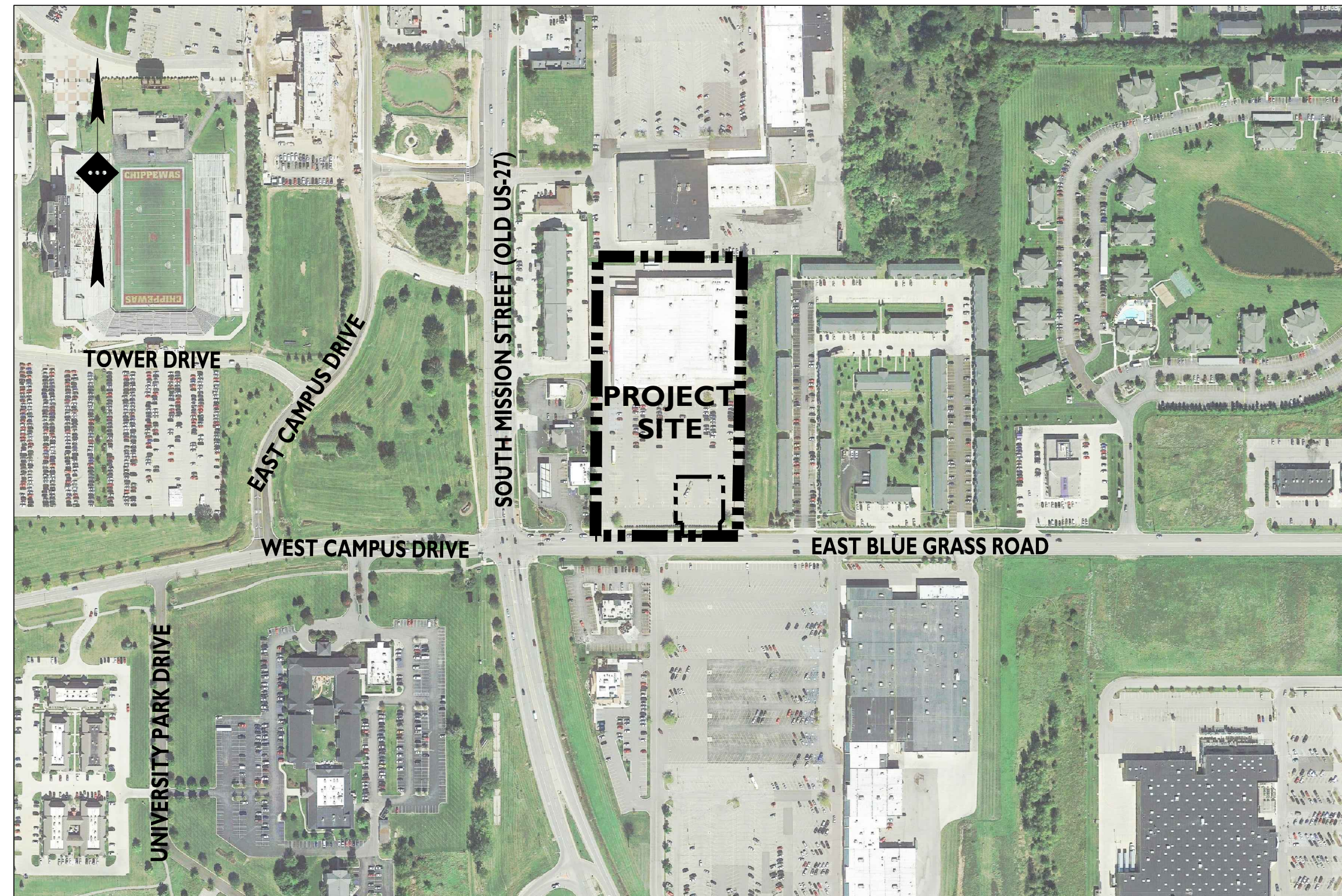
SOURCE: USGS MAP

**LOCATION MAP**

SCALE: 1" = 2,000'±

**SITE DEVELOPMENT PLANS  
FOR  
TARGET OUTLOT  
PROPOSED DENTAL OFFICE BUILDING  
WITH ASSOCIATED IMPROVEMENTS**

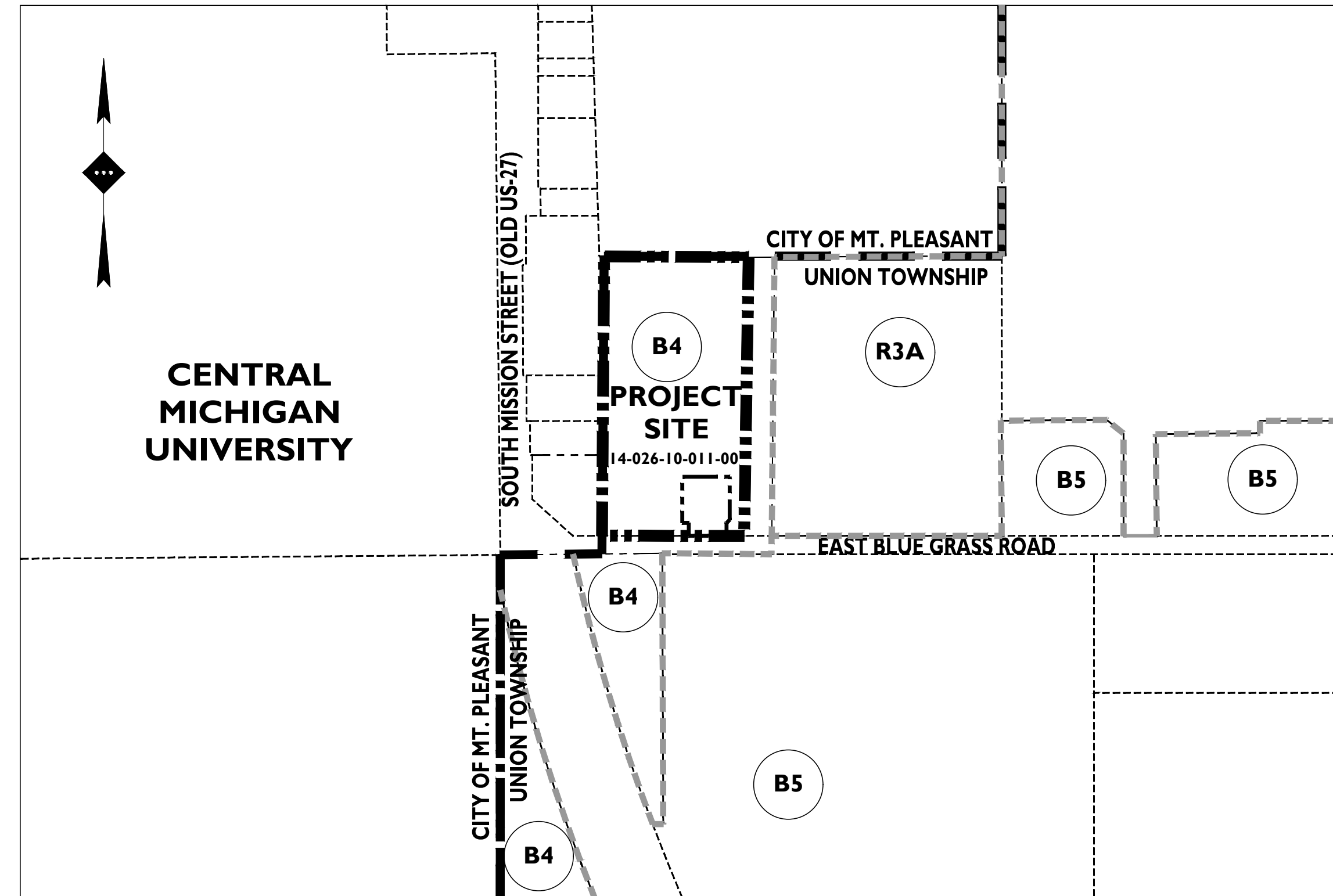
PARCEL ID: 14-026-10-011-00  
4097 EAST BLUE GRASS ROAD  
UNION TOWNSHIP, ISABELLA COUNTY, MICHIGAN



SOURCE: GOOGLE EARTH PRO

**AERIAL MAP**

SCALE: 1" = 300'±



SOURCE: ISABELLA COUNTY GIS & UNION TOWNSHIP ZONING MAP

**TAX & ZONING MAP**

SCALE: 1" = 300'±

**APPLICANT**

BLUEGRASS RETAIL MANAGEMENT LLC  
30200 TELEGRAPH RD, SUITE 205  
BINGHAM FARMS, MI 48025  
(248) 646-9999

NOT APPROVED FOR CONSTRUCTION

**STONEFIELD**  
engineering & design

Royal Oak, MI • New York, NY • Rutherford, NJ • Princeton, NJ  
www.stonefieldeng.com

28454 Woodward Avenue, Royal Oak, MI 48067  
Phone 248.247.1115

**STONEFIELD**  
engineering & design

**TARGET OUTLOT**  
PROPOSED DENTAL OFFICE BUILDING  
WITH ASSOCIATED IMPROVEMENTS

PARCEL ID: 14-026-10-011-00  
4097 EAST BLUE GRASS ROAD  
UNION TOWNSHIP  
ISABELLA COUNTY, MICHIGAN

PLANS PREPARED BY:

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Phone 248.247.1115



Know what's below  
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  - ALTA AND TOPOGRAPHIC SURVEY PREPARED BY ROWE PROFESSIONAL SERVICES COMPANY DATED: 01/23/2018
  - ARCHITECTURAL PLANS PREPARED BY DETROIT ARCHITECTURAL GROUP
  - TENANT WORK LETTER
  - GEOTECHNICAL REPORT
  - AERIAL MAP OBTAINED FROM GOOGLE EARTH PRO
  - LOCATION MAP OBTAINED FROM USGS ONLINE
  - ZONING INFORMATION OBTAINED FROM THE UNION TOWNSHIP ZONING MAP.
- ALL REFERENCE MATERIAL LISTED ABOVE SHALL BE CONSIDERED A PART OF THIS PLAN SET AND ALL INFORMATION CONTAINED WITHIN THESE MATERIALS SHALL BE UTILIZED IN CONJUNCTION WITH THIS PLAN SET. THE CONTRACTOR IS RESPONSIBLE TO OBTAIN A COPY OF EACH REFERENCE AND REVIEW IT THOROUGHLY PRIOR TO THE START OF CONSTRUCTION.

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UTILITY PLAN	C-7
LIGHTING PLAN	C-8
LANDSCAPE PLAN	C-9
SOIL EROSION & SEDIMENT CONTROL PLAN	C-10
CONSTRUCTION DETAILS	C-11 & C-12

MICHIGAN LICENSE No. 6201063062  
LICENSED PROFESSIONAL ENGINEER

**STONEFIELD**  
engineering & design

SCALE: AS SHOWN PROJECT ID: M-17043

TITLE:  
**COVER SHEET**

DRAWING:  
**C-1**

**MANHOLE SCHEDULE:**

<p><b>MHH 613</b> TYPE: STORM COVER: FLAT GRATE RIM= 805.13 6" CPP SW INV.=800.81 36" RCP W INV.=799.38 36" RCP E INV.=799.38</p>	<p><b>MHH 767</b> TYPE: STORM COVER: SOLID RIM= 806.90 36" RCP N INV.=798.70 36" RCP W INV.=798.70 36" RCP S INV.=798.65</p>	<p><b>MHH 950</b> TYPE: SANITARY COVER: SOLID RIM= 804.15 6" PVC N INV.=795.85 8" PVC E INV.=795.45</p>
<p><b>MHH 614</b> TYPE: STORM COVER: FLAT GRATE RIM= 805.12 36" RCP E INV.=799.72 36" RCP W INV.=799.72</p>	<p><b>MHH 844</b> TYPE: STORM COVER: CURB INLET RIM= 804.14 12" SLC W INV.=800.54 12" SLC E INV.=800.54</p>	<p><b>MHH 951</b> TYPE: SANITARY COVER: SOLID RIM= 805.15 8" PVC W INV.=794.55 8" PVC E INV.=794.50</p>
<p><b>MHH 615</b> TYPE: STORM COVER: FLAT GRATE RIM= 805.09 4" CPP N INV.=802.34 36" RCP E INV.=800.09 36" RCP W INV.=800.09</p>	<p><b>MHH 867</b> TYPE: STORM COVER: CURB INLET RIM= 804.77 12" SLC E INV.=800.87 12" SLC W INV.=800.87</p>	<p><b>MHH 952</b> TYPE: SANITARY COVER: SOLID RIM= 803.83 8" PVC E INV.=792.78 8" PVC N INV.=792.93 8" PVC W INV.=792.83</p>
<p><b>MHH 719</b> TYPE: STORM COVER: SOLID RIM= 805.32 36" RCP E INV.=798.87 36" RCP N INV.=799.07 12" SLC W INV.=799.32</p>	<p><b>MHH 896</b> TYPE: STORM COVER: FLAT GRATE RIM= 805.08 36" RCP W INV.=800.08 36" RCP E INV.=800.08</p>	

**SURVEY NOTES:**

BEARINGS ESTABLISHED FROM PREVIOUSLY RECORDED SURVEY WHICH CREATED THE PARENT PARCEL, RECORDED IN LIBER 4, PAGE 633, ISABELLA COUNTY RECORDS

WE DO NOT WARRANT THE LOCATION OF ALL TOPOGRAPHICAL SITE FEATURES. THE TOPOGRAPHIC FEATURES, AS SHOWN HEREON, ARE BASED UPON VISIBLE EVIDENCE OBSERVED IN THE FIELD AND FIELD LOCATED SURFACE UTILITY STRUCTURES IN WINTER SNOW CONDITIONS. WE DO NOT WARRANT THE LOCATION OF THE UNDERGROUND PORTION OF THE UTILITIES. THE UNDERGROUND IMPROVEMENTS, AS SHOWN HEREON, ARE APPROXIMATE SINCE THEY ARE NOT VISIBLE FROM THE SURFACE AND COMPLETELY ACCURATE RECORDS OF ALL UTILITIES ARE NOT AVAILABLE. RECORDS FOR THIS SURVEY WERE OBTAINED FROM UTILITY DRAWINGS PROVIDED BY UTILITY COMPANY RESPONSES TO MISS DIG TICKET NO. 807347017-008, SUBMITTED 12/13/2017 AND THE CITY OF MT. PLEASANT, UNION TOWNSHIP, CHARTER COMMUNICATIONS AND THE ISABELLA COUNTY DRAIN COMMISSION HAVE NOT RESPONDED TO THE MISS DIG REQUEST AT THE TIME OF THIS SUBMITTAL. MISS DIG SHOULD BE CONTACTED PRIOR TO ANY CONSTRUCTION.

**BENCHMARK DATA TABLE:**

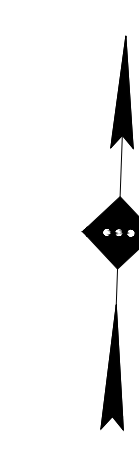
NUMBER	NORTHING	EASTING	DESCRIPTION
BM 12	756489	13017842	SET MARKER SQUARE ON NLY EDGE OF CONCRETE BASE OF LIGHT POLE, 100'± S. OF SLY BACK OF CRUB OF BLUEGRASS RD., 250' W. OF DICK'S SPORTING GOOD ENTRANCE
BM 13	756646	13017840	SET R/R SPIKE IN POWER POLE, 15'± N. OF NLY EDGE OF BIT OF BLUEGRASS RD., 27'± E. OF CENTERLINE OF ENTRANCE TO TARGET, 5'± S. OF N-S CHAIN LINK FENCE.

**TRAVERSE POINT DATA TABLE:**

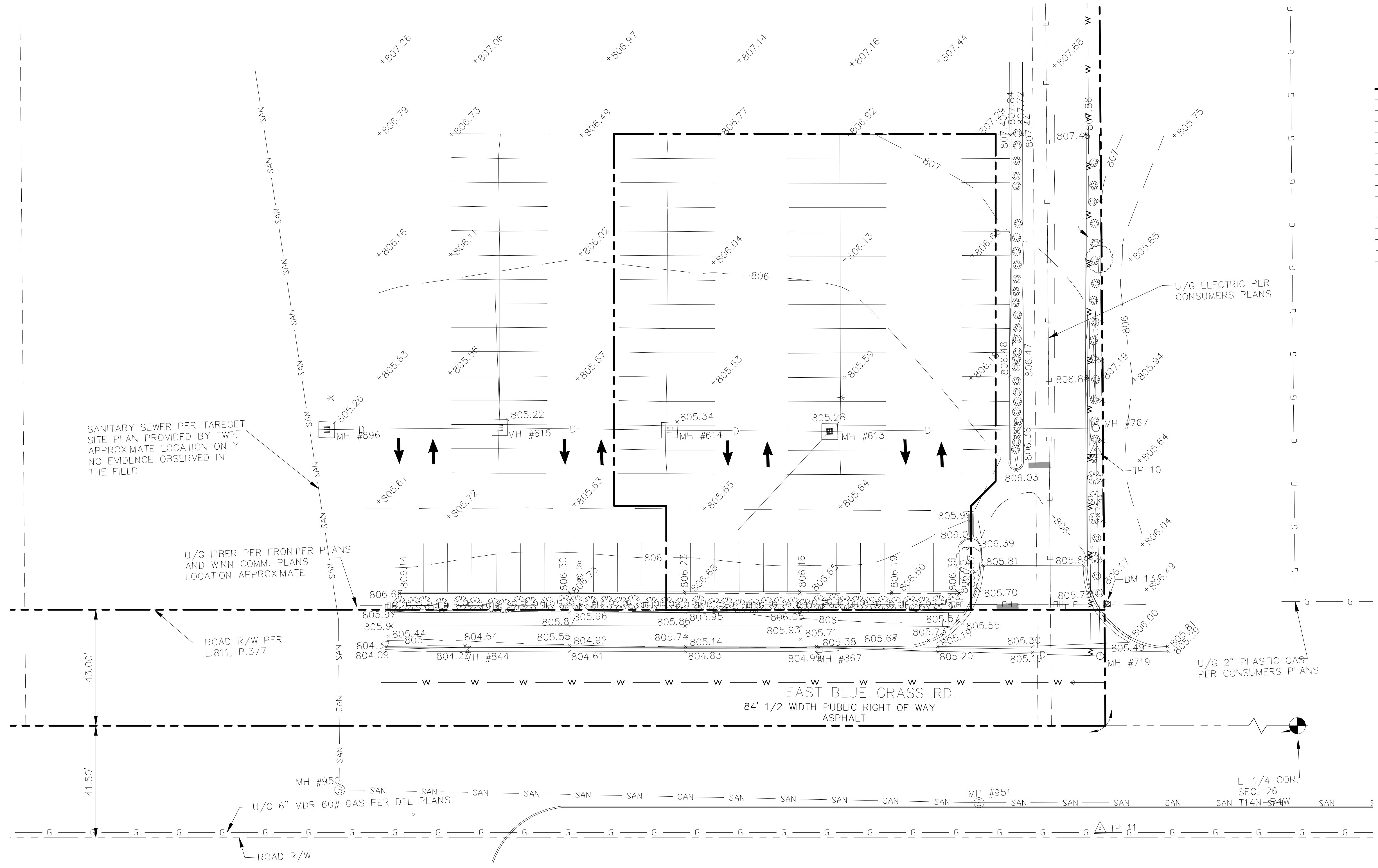
NUMBER	NORTHING	EASTING	DESCRIPTION
TP 10	756703.5208	13017838.1431	SET IRON WITH "ROWE TRAY" CAP 3'± W. OF N-S CHAIN LINK FENCE, 75'± N. OF EDGE OF BIT OF BLUEGRASS RD., 3' E. OF BACK OF CURB
TP 11	756563.1590	13017834.8100	SET IRON WITH "ROWE TRAY" CAP 8'± S. OF SLY BACK OF CURB OF BLUEGRASS RD., 24'± E. OF CENTERLINE OF ELY ENTRANCE TO TARGET, 5'± N. OF NLY EDGE OF SIDEWALK

**SECTION CORNER DATA TABLE:**

NUMBER	NORTHING	EASTING	DESCRIPTION
QCOR 9	756493.8073	13022459.0831	EAST 1/4 CORNER, SECTION 26, T14N-R4W, UNION TOWNSHIP, ISABELLA COUNTY, MICHIGAN, FND. REMON IN MON. BOX
QCOR 8	756625.5222	13017167.5709	WEST 1/4 CORNER, SECTION 26, T14N-R4W, UNION TOWNSHIP, ISABELLA COUNTY, MICHIGAN, FND. REMON IN MON. BOX

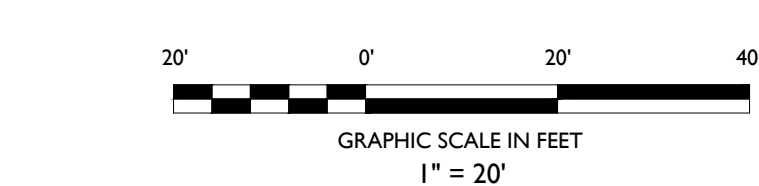


SYMBOL	DESCRIPTION
[Symbol]	CATCH BASINS IN CURB LINE
[Symbol]	CATCH BASINS IN PARKING LOT
[Symbol]	MANHOLE
[Symbol]	WATER SHUTOFF (SERVICE VALVE)
[Symbol]	SIGN
[Symbol]	STREET SIGN
[Symbol]	DECIDUOUS TREE
[Symbol]	ORNAMENTAL SHRUB
[Symbol]	METAL POST
[Symbol]	RED "TARGET" BALL
[Symbol]	UTILITY POLE
[Symbol]	LIGHT POLE / ORNAMENTAL LIGHT
[Symbol]	BENCHMARK
[Symbol]	TRAVERSE POINT
[Symbol]	SECTION CORNER
[Symbol]	FOUND SURVEY MONUMENTATION
[Symbol]	PARCEL BOUNDARY LINE
[Symbol]	PLATTED LOT LINE
[Symbol]	EASEMENT (AS NOTED)
[Symbol]	EASEMENT CENTERLINE
[Symbol]	RIGHT-OF-WAY
[Symbol]	CONCRETE CURB
[Symbol]	EDGE OF CONCRETE (CONC.)
[Symbol]	EDGE OF ASPHALT (ASPH.)
[Symbol]	FENCE (AS NOTED)
[Symbol]	WALL (AS NOTED)
[Symbol]	OVERHEAD UTILITY LINE
[Symbol]	GAS LINE
[Symbol]	SANITARY LINE
[Symbol]	STORM LINE
[Symbol]	WATER LINE
[Symbol]	UNDERGROUND UTILITY LINE
[Symbol]	CONTOUR



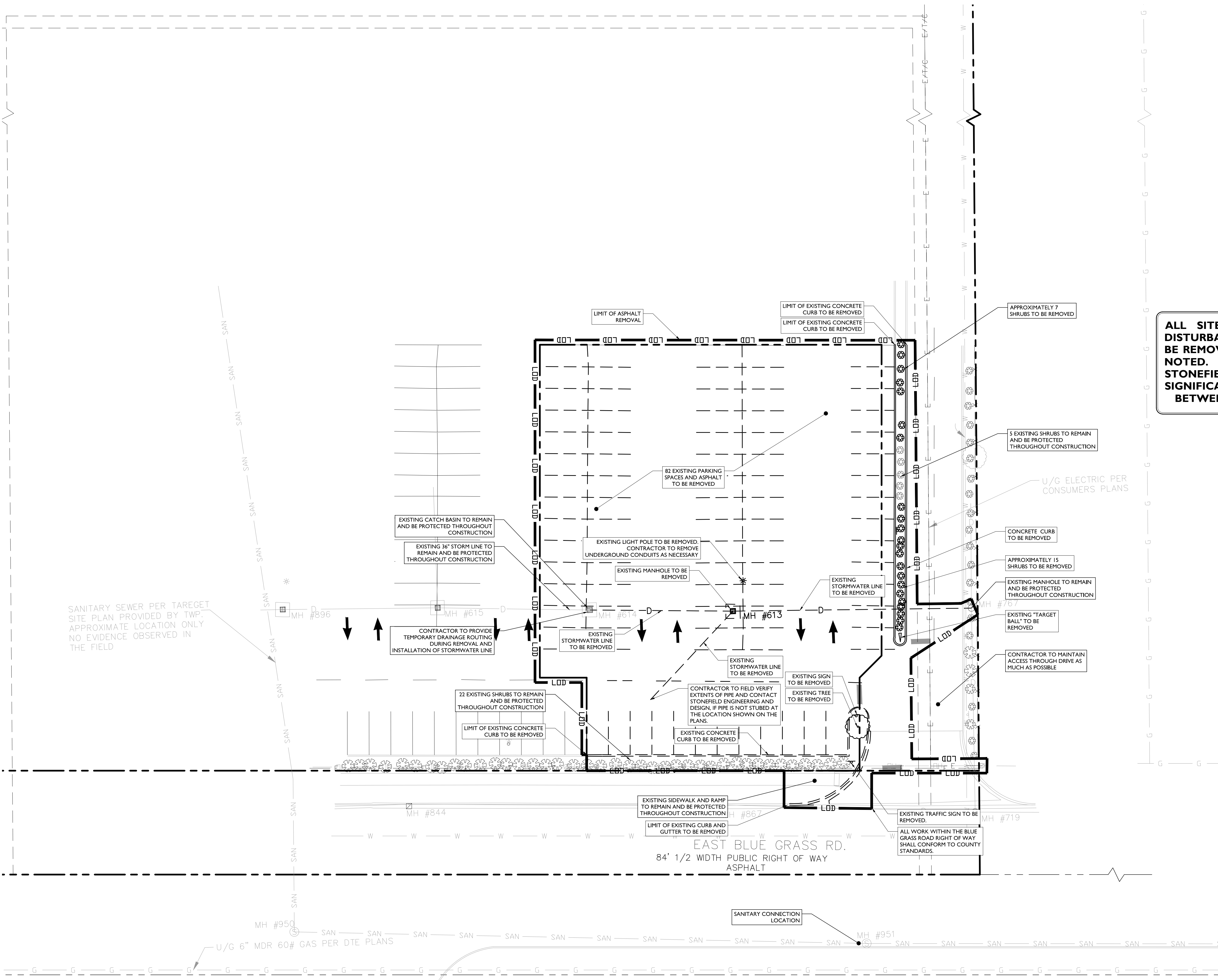
**SURVEY NOTES:**

- THE SURVEY LISTED WITHIN THE PLAN REFERENCES ON THE COVER SHEET SHALL BE CONSIDERED A PART OF THIS PLAN SET AND ALL INFORMATION CONTAINED WITHIN THE SURVEY AND ASSOCIATED DOCUMENTS SHALL BE UTILIZED IN CONJUNCTION WITH THIS PLAN SET. THE CONTRACTOR IS RESPONSIBLE TO OBTAIN A COPY OF THE SURVEY AND REVIEW IT THOROUGHLY PRIOR TO THE START OF CONSTRUCTION.



<p style="text-align: center;"><b>STONEFIELD</b> engineering &amp; design</p> <p style="font-size: small;">Royal Oak, MI • New York, NY • Rutherford, NJ • Princeton, NJ www.stonefielddesign.com</p> <p style="font-size: x-small;">28454 Woodward Avenue, Royal Oak, MI 48067 Phone 248.247.1115</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">SUBMISSION FOR SITE PLAN APPROVAL</th> <th style="width: 50%;">DESCRIPTION</th> </tr> <tr> <td style="text-align: center;">MPH</td> <td style="text-align: center;">BY</td> </tr> <tr> <td style="text-align: center;">01/21/2018</td> <td style="text-align: center;">DATE</td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">ISSUE</td> </tr> </table> <p style="text-align: center; border: 1px solid black; padding: 5px;"><b>NOT APPROVED FOR CONSTRUCTION</b></p> <p style="text-align: center; font-weight: bold; font-size: large;">TARGET OUTLOT</p> <p style="text-align: center; font-weight: bold; font-size: small;">PROPOSED DENTAL OFFICE BUILDING WITH ASSOCIATED IMPROVEMENTS</p> <p style="font-size: x-small;">PARCEL ID: 14-026-10-011-00 4097 EAST BLUE GRASS ROAD UNION TOWNSHIP ISABELLA COUNTY, MICHIGAN</p> <p style="font-size: x-small; text-align: center;">MICHIGAN LICENSE No. 6201063062 LICENSED PROFESSIONAL ENGINEER</p> <p style="text-align: center; font-weight: bold; font-size: large;">STONEFIELD engineering &amp; design</p> <p style="font-size: x-small;">SCALE: 1" = 20' PROJECT ID: M-17043</p> <p style="font-size: x-small;">TITLE: <b>EXISTING CONDITIONS PLAN</b></p> <p style="font-size: x-small;">DRAWING: <b>C-2</b></p>	SUBMISSION FOR SITE PLAN APPROVAL	DESCRIPTION	MPH	BY	01/21/2018	DATE	1	ISSUE
SUBMISSION FOR SITE PLAN APPROVAL	DESCRIPTION								
MPH	BY								
01/21/2018	DATE								
1	ISSUE								

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SYMBOL	DESCRIPTION
---	FEATURE TO BE REMOVED / DEMOLISHED
---	LOD
---	LIMIT OF DISTURBANCE

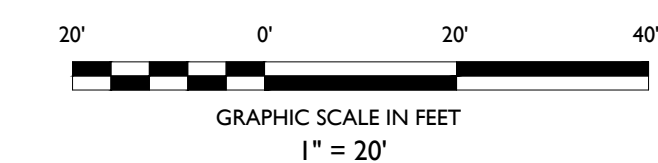
**ALL SITE FEATURES WITHIN THE LIMIT OF DISTURBANCE INDICATED ON THIS PLAN ARE TO BE REMOVED / DEMOLISHED UNLESS OTHERWISE NOTED. THE CONTRACTOR SHALL NOTIFY STONEFIELD ENGINEERING & DESIGN, LLC. IF SIGNIFICANT DISCREPANCIES ARE DISCERNED BETWEEN THIS PLAN AND FIELD CONDITIONS**



Know what's below  
Call before you dig.

**DEMOLITION NOTES**

1. THE WORK REFLECTED ON THE DEMOLITION PLAN IS TO PROVIDE GENERAL INFORMATION TOWARDS THE EXISTING ITEMS TO BE DEMOLISHED AND/OR REMOVED. THE CONTRACTOR IS RESPONSIBLE TO REVIEW THE ENTIRE PLAN SET AND ASSOCIATED REPORTS/REFERENCE DOCUMENTS INCLUDING ALL DEMOLITION ACTIVITIES AND INCIDENTAL TASKS NECESSARY TO COMPLETE THE SITE IMPROVEMENTS.
2. THE CONTRACTOR IS RESPONSIBLE TO DETERMINE THE MEANS AND METHODS OF DEMOLITION ACTIVITIES.
3. EXPLOSIVES SHALL NOT BE USED UNLESS WRITTEN CONSENT FROM BOTH THE OWNER AND ANY APPLICABLE GOVERNING AGENCY IS OBTAINED. BEFORE THE START OF ANY EXPLOSIVE PROGRAM, THE CONTRACTOR IS RESPONSIBLE TO OBTAIN ALL LOCAL, STATE, AND FEDERAL PERMITS. ADDITIONALLY, THE CONTRACTOR WILL BE RESPONSIBLE FOR ALL SEISMIC TESTING AS REQUIRED AND ANY DAMAGES AS THE RESULT OF SAID DEMOLITION PRACTICES.
4. ALL DEMOLITION ACTIVITIES SHALL BE PERFORMED IN ACCORDANCE WITH LOCAL, STATE, AND FEDERAL CODES. THE CONTRACTOR IS RESPONSIBLE FOR ENSURING ALL UTILITIES ARE DISCONNECTED IN ACCORDANCE WITH THE UTILITY AUTHORITY'S REQUIREMENTS PRIOR TO STARTING THE DEMOLITION OF ANY STRUCTURE. ALL EXCAVATIONS ASSOCIATED WITH DEMOLISHED STRUCTURES OR REMOVED TANKS SHALL BE BACKFILLED WITH SUITABLE MATERIAL AND COMPACTED TO SUPPORT SITE AND BUILDING IMPROVEMENTS. A GEOTECHNICAL ENGINEER SHOULD BE PRESENT DURING BACKFILLING ACTIVITIES TO OBSERVE AND CERTIFY THAT BACKFILL MATERIAL WAS COMPACTED TO A SUITABLE CONDITION.
5. DEMOLISHED DEBRIS SHALL NOT BE BURIED ON SITE. ALL WASTE/DEBRIS GENERATED FROM DEMOLITION ACTIVITIES SHALL BE DISPOSED OF IN ACCORDANCE WITH ALL LOCAL, STATE AND FEDERAL REQUIREMENTS. THE CONTRACTOR IS RESPONSIBLE TO MAINTAIN ALL RECORDS OF THE DISPOSAL TO DEMONSTRATE COMPLIANCE WITH THE ABOVE REGULATIONS.
6. CONTRACTOR TO USE TEST PITS FOR UTILITY CROSSINGS ON-SITE AND NOTIFY STONEFIELD ENGINEERING AND DESIGN OF ANY DISCREPANCIES.



ISSUE	DATE	BY	DESCRIPTION
1	01/17/2018	MPH	SUBMISSION FOR SITE PLAN APPROVAL

NOT APPROVED FOR CONSTRUCTION

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**SITE DEVELOPMENT PLANS**

**TARGET OUTLOT**

**PROPOSED DENTAL OFFICE BUILDING WITH ASSOCIATED IMPROVEMENTS**

PARCEL ID: 14-026-10-01 L-00  
4097 EAST BLUE GRASS ROAD  
UNION TOWNSHIP  
ISABELLA COUNTY, MICHIGAN

MICHIGAN LICENSE No. 6201063062  
LICENSED PROFESSIONAL ENGINEER

**STONEFIELD**  
engineering & design

SCALE: 1" = 20' PROJECT ID: M-17043

TITLE:  
**DEMOLITION PLAN**

DRAWING:

**C-3**

V:\P181741\181741-001\4097 BLUE GRASS ROAD - POINT TO POINT - HICAD\DWG\181741-001.DWG

TABLE OF LAND USE AND ZONING		
PARCEL ID: 14-026-10-011-00		
GENERAL BUSINESS DISTRICT (B-4)		
PROPOSED USE	PERMITTED USE	
DENTAL OFFICE		
<b>ZONING REQUIREMENT</b>	<b>REQUIRED</b>	<b>PROPOSED</b>
MINIMUM LOT AREA	12,000 SF (0.28 AC)	23,790 SF (0.55 AC)
MINIMUM LOT WIDTH	80 FT	112.9 FT
MAXIMUM BUILDING HEIGHT	35 FT	25 FT
MINIMUM FRONT YARD SETBACK	50 FT	55.5 FT
MINIMUM SIDE YARD SETBACK	20 FT	21.4 FT
MINIMUM REAR YARD SETBACK	25 FT	40.8 FT
MAXIMUM BUILDING COVERAGE	30% (7,137 SF)	16.8% (4,000 SF)
MINIMUM FRONT PARKING SETBACK	10 FT	6.0 FT (EN)

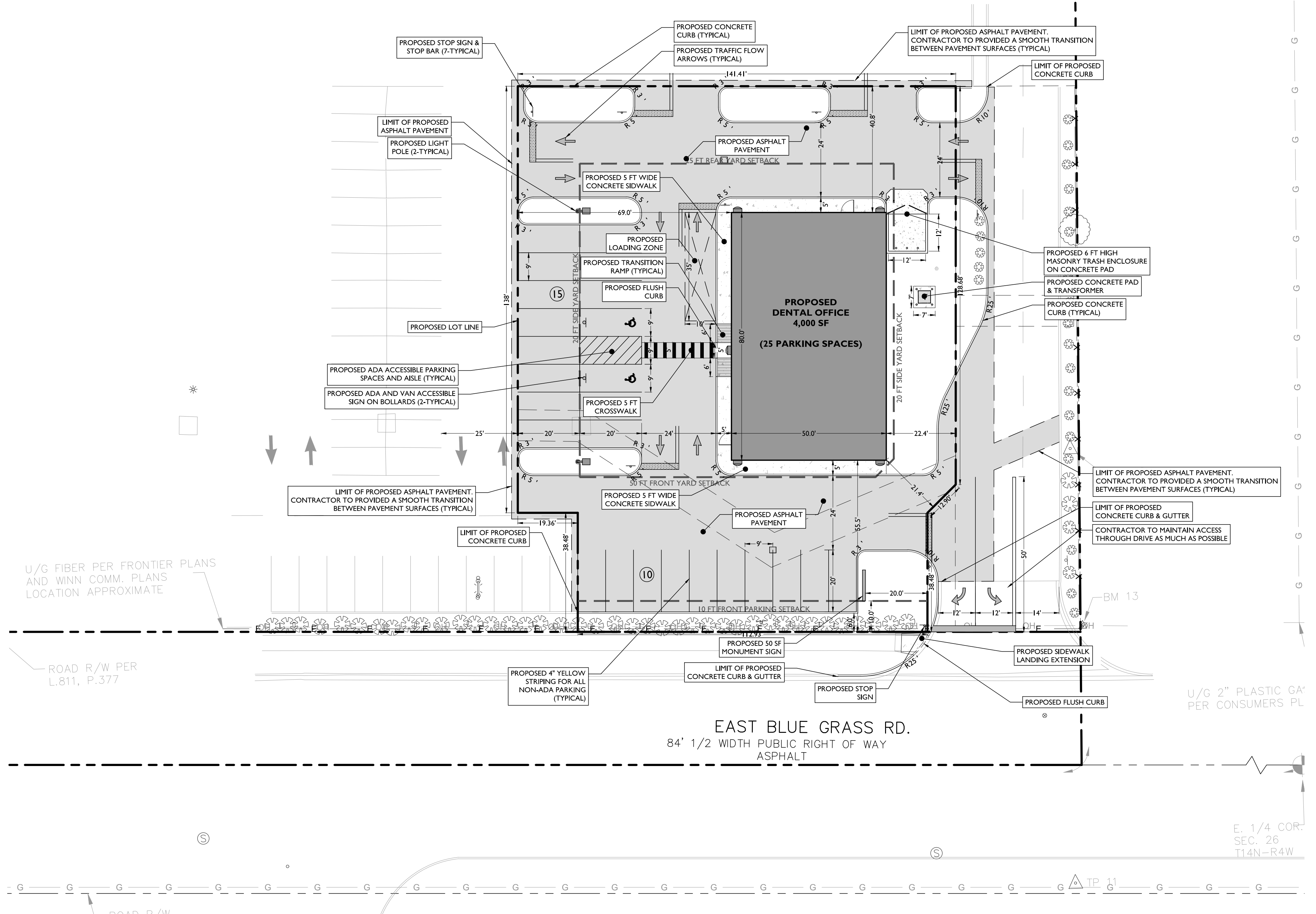
(EN) EXISTING NON-COMFORMITY

OFF-STREET PARKING REQUIREMENTS		
CODE SECTION	REQUIRED	PROPOSED
§ 10-2-(2)	DENTAL OFFICE: 8 SPACES PER DOCTOR (3 DOCTORS) (81 DOCTORS) = 24 SPACES	25 SPACES
§ 10-5	90° PARKING: 9 FT X 20 FT (180 SF)	9 FT X 20 FT (180 SF) 24 FT AISLE
§ 10-7	LOADING AREA: NUMBER OF LOADING SPACES: 0 TO 10,000 SF FLOOR AREA = 1 SPACE LOADING AREA SIZE: 10 FT X 35 FT	10 FT X 35 FT

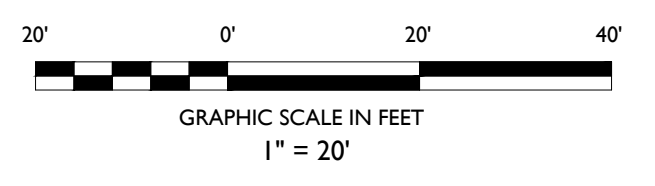
PARKING STALL TOTALS	
TARGET BUILDING SIZE	89,500 SF
PROPOSED DENTAL OFFICE BUILDING SIZE	4,000 SF
EXISTING STALLS	444
STALLS TO BE REMOVED	82
TOTAL STALLS	362
STALLS REQUIRED BY CITY*	358

\* (89,500 SF) (1 SPACE / 250 SF) = 358 SPACES

SYMBOL	DESCRIPTION
	PROPERTY LINE
	SETBACK LINE
	PROPOSED CURB
	PROPOSED FLUSH CURB
	PROPOSED SAWCUT LINE
	PROPOSED SIGNS / BOLLARDS
	PROPOSED BUILDING
	PROPOSED ASPHALT
	PROPOSED CONCRETE
	PROPOSED AREA LIGHT
	PROPOSED BUILDING DOORS



- GENERAL NOTES**
- THE CONTRACTOR SHALL VERIFY AND FAMILIARIZE THEMSELVES WITH THE EXISTING SITE CONDITIONS AND THE PROPOSED SCOPE OF WORK (INCLUDING DIMENSIONS, LAYOUT, ETC.) PRIOR TO INITIATING THE IMPROVEMENTS IDENTIFIED WITHIN THESE DOCUMENTS. SHOULD ANY DISCREPANCY BE FOUND BETWEEN THE EXISTING SITE CONDITIONS AND THE PROPOSED WORK, THE CONTRACTOR SHALL NOTIFY STONEFIELD ENGINEERING & DESIGN, LLC PRIOR TO THE START OF CONSTRUCTION.
  - THE CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS AND ENSURE THAT ALL REQUIRED APPROVALS HAVE BEEN OBTAINED PRIOR TO THE START OF CONSTRUCTION. COPIES OF ALL REQUIRED PERMITS AND APPROVALS SHALL BE KEPT ON SITE AT ALL TIMES DURING CONSTRUCTION.
  - ALL CONTRACTORS WILL, TO THE FULLEST EXTENT PERMITTED BY LAW, INDEMNIFY AND HOLD HARMLESS STONEFIELD ENGINEERING & DESIGN, LLC, AND ITS SUB-CONSULTANTS FROM AND AGAINST ANY DAMAGES AND LIABILITIES INCLUDING ATTORNEY'S FEES ARISING OUT OF CLAIMS BY EMPLOYEES OF THE CONTRACTOR IN ADDITION TO CLAIMS CONNECTED TO THE PROJECT AS A RESULT OF NOT CARRYING THE PROPER INSURANCE FOR WORKERS COMPENSATION, LIABILITY INSURANCE, AND LIMITS OF COMMERCIAL GENERAL LIABILITY INSURANCE.
  - THE CONTRACTOR SHALL NOT DEVIATE FROM THE PROPOSED IMPROVEMENTS IDENTIFIED WITHIN THIS PLAN SET UNLESS APPROVAL IS PROVIDED IN WRITING BY STONEFIELD ENGINEERING & DESIGN, LLC.
  - THE CONTRACTOR IS RESPONSIBLE TO DETERMINE THE MEANS AND METHODS OF CONSTRUCTION.
  - THE CONTRACTOR SHALL NOT PERFORM ANY WORK OR CAUSE DISTURBANCE ON A PRIVATE PROPERTY NOT CONTROLLED BY THE PERSON OR ENTITY WHO HAS AUTHORIZED THE WORK WITHOUT PRIOR WRITTEN CONSENT FROM THE OWNER OF THE PRIVATE PROPERTY.
  - THE CONTRACTOR IS RESPONSIBLE TO RESTORE ANY DAMAGED OR UNDERMINED STRUCTURE OR SITE FEATURE THAT IS IDENTIFIED TO REMAIN ON THE PLAN SET. ALL REPAIRS SHALL USE NEW MATERIALS TO RESTORE THE FEATURE TO ITS EXISTING CONDITION AT THE CONTRACTOR'S EXPENSE.
  - CONTRACTOR IS RESPONSIBLE TO PROVIDE THE APPROPRIATE SHOP DRAWINGS, PRODUCT DATA, AND OTHER REQUIRED SUBMITTALS FOR REVIEW. STONEFIELD ENGINEERING & DESIGN, LLC, WILL REVIEW THE SUBMITTALS IN ACCORDANCE WITH THE DESIGN INTENT AS REFLECTED WITHIN THE PLAN SET.
  - THE CONTRACTOR IS RESPONSIBLE FOR TRAFFIC CONTROL IN ACCORDANCE WITH MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, LATEST EDITION.
  - THE CONTRACTOR IS REQUIRED TO PERFORM ALL WORK IN THE PUBLIC RIGHT-OF-WAY IN ACCORDANCE WITH THE APPROPRIATE GOVERNING AUTHORITY AND SHALL BE RESPONSIBLE FOR THE PROCUREMENT OF STREET OPENING PERMITS.
  - THE CONTRACTOR IS REQUIRED TO RETAIN AN OSHA CERTIFIED SAFETY INSPECTOR TO BE PRESENT ON SITE AT ALL TIMES DURING CONSTRUCTION & DEMOLITION ACTIVITIES.
  - SHOULD AN EMPLOYEE OF STONEFIELD ENGINEERING & DESIGN, LLC, BE PRESENT ON SITE AT ANY TIME DURING CONSTRUCTION, IT DOES NOT RELIEVE THE CONTRACTOR OF ANY OF THE RESPONSIBILITIES AND REQUIREMENTS LISTED IN THE NOTES WITHIN THIS PLAN SET.

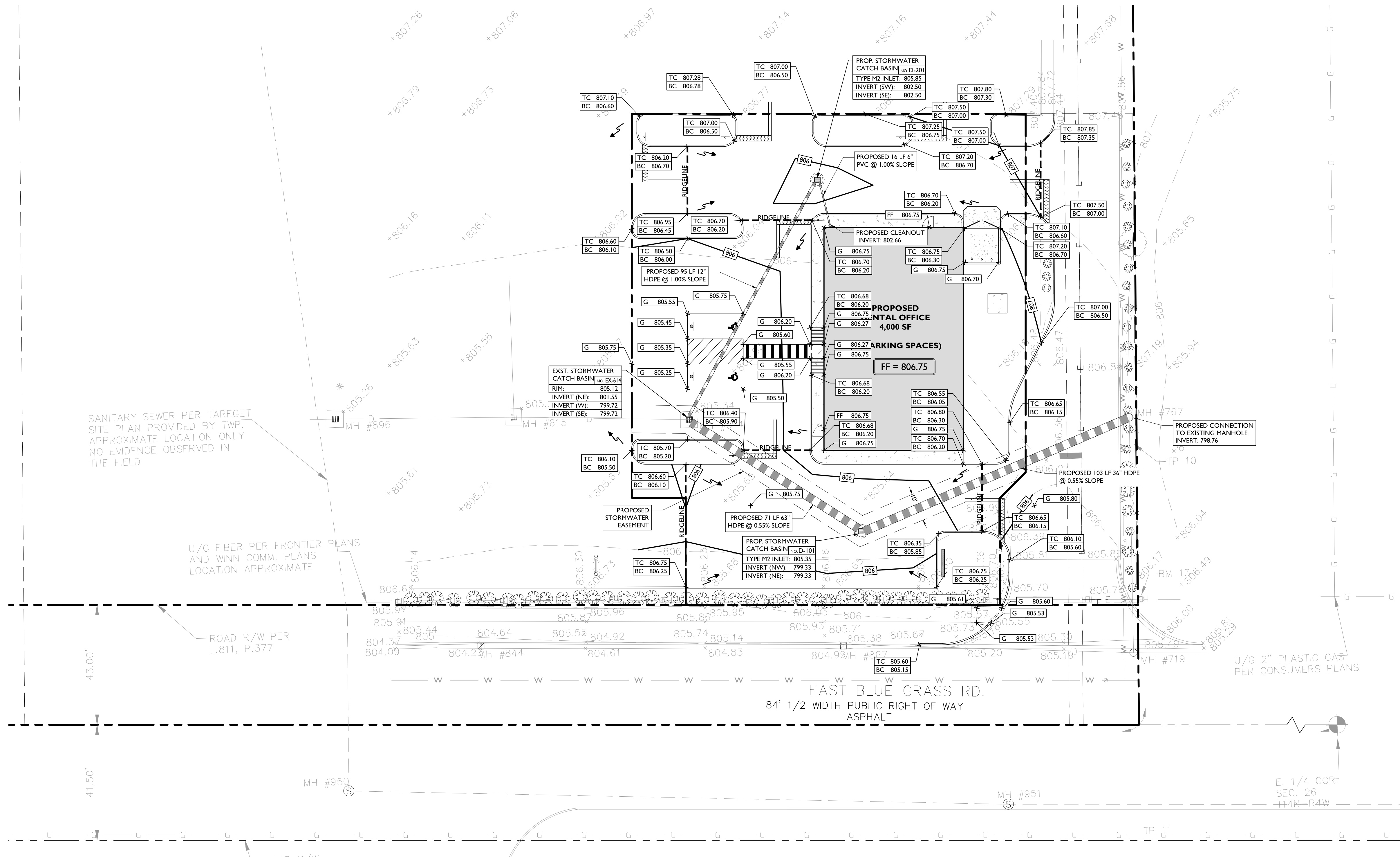


<p style="text-align: center;"><b>STONEFIELD</b> engineering &amp; design</p> <p style="font-size: small;">Royal Oak, MI · New York, NY · Rutherford, NJ · Princeton, NJ www.stonefieldeng.com</p> <p style="font-size: small;">28454 Woodward Avenue, Royal Oak, MI 48067 Phone 248.247.1115</p>	<p style="text-align: center;"><b>NOT APPROVED FOR CONSTRUCTION</b></p>
<p><b>SITE DEVELOPMENT PLANS</b></p> <p style="font-size: 2em;"><b>TARGET OUTLOT</b></p> <p style="font-size: 1.2em;"><b>PROPOSED DENTAL OFFICE BUILDING WITH ASSOCIATED IMPROVEMENTS</b></p> <p style="font-size: x-small;">PARCEL ID: 14-026-10-011-00 4097 EAST BLUE GRASS ROAD UNION TOWNSHIP ISABELLA COUNTY, MICHIGAN</p> <p style="font-size: x-small;">MICHIGAN LICENSE No. 6201063062 LICENSED PROFESSIONAL ENGINEER</p>	<p style="font-size: 1.2em;"><b>STONEFIELD</b> engineering &amp; design</p>
SCALE: 1" = 20'	PROJECT ID: M-17043
<p><b>TITLE:</b></p> <p style="font-size: 1.5em;"><b>SITE PLAN</b></p> <p><b>DRAWING:</b></p> <p style="font-size: 2em;"><b>C-4</b></p>	
SUBMISSION FOR SITE PLAN APPROVAL	DESCRIPTION
MPH	BY
01/17/2018	DATE
1	ISSUE

V:\1812\17043-4097 EAST BLUE GRASS ROAD PROJECT\DRAWING\1402610011\17043-4097 SITE.DWG

**MANHOLE SCHEDULE:**

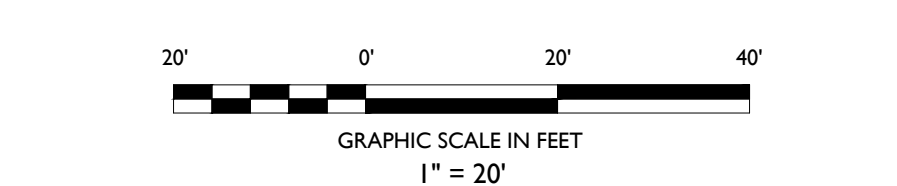
<p><b>MHH 613</b> TYPE: STORM COVER: FLAT GRATE RIM= 805.13 6" CPW INV.=800.81 36" RCP W INV.=799.38 36" RCP E INV.=799.38</p>	<p><b>MHH 767</b> TYPE: STORM COVER: SOLID RIM= 806.90 36" RCP N INV.=798.70 36" RCP W INV.=798.70 36" RCP S INV.=798.65</p>	<p><b>MHH 950</b> TYPE: SANITARY COVER: SOLID RIM= 804.15 6" PVC N INV.=795.85 8" PVC E INV.=795.45</p>
<p><b>MHH 614</b> TYPE: STORM COVER: FLAT GRATE RIM= 805.12 36" RCP E INV.=799.72 36" RCP W INV.=799.72</p>	<p><b>MHH 844</b> TYPE: STORM COVER: CURB INLET RIM= 804.14 12" SLC W INV.=800.54 12" SLC E INV.=800.54</p>	<p><b>MHH 951</b> TYPE: SANITARY COVER: SOLID RIM= 805.15 8" PVC W INV.=794.55 8" PVC E INV.=794.50</p>
<p><b>MHH 615</b> TYPE: STORM COVER: FLAT GRATE RIM= 805.09 4" CPW N INV.=802.34 36" RCP E INV.=800.09 36" RCP W INV.=800.09</p>	<p><b>MHH 867</b> TYPE: STORM COVER: CURB INLET RIM= 804.77 12" SLC E INV.=800.87 12" SLC W INV.=800.87</p>	<p><b>MHH 952</b> TYPE: SANITARY COVER: SOLID RIM= 803.83 8" PVC E INV.=792.78 8" PVC N INV.=792.93 8" PVC W INV.=792.83</p>
<p><b>MHH 719</b> TYPE: STORM COVER: SOLID RIM= 805.33 36" RCP E INV.=798.87 36" RCP N INV.=799.07 12" SLC W INV.=799.32</p>	<p><b>MHH 896</b> TYPE: STORM COVER: FLAT GRATE RIM= 805.08 36" RCP W INV.=800.08 36" RCP E INV.=800.08</p>	



SYMBOL	DESCRIPTION
---	PROPERTY LINE
100	PROPOSED GRADING CONTOUR
---	PROPOSED GRADING RIDGELINE
←	PROPOSED DIRECTION OF DRAINAGE FLOW
x G 100.00	PROPOSED GRADE SPOT SHOT
x TC 100.50 BC 100.00	PROPOSED TOP OF CURB / BOTTOM OF CURB SPOT SHOT
x FF 100.00	FINISHED FLOOR SPOT SHOT
[Symbol]	PROPOSED STORMWATER STRUCTURES
[Symbol]	PROPOSED STORMWATER PIPING

- GRADING NOTES**
- ALL SOIL AND MATERIAL REMOVED FROM THE SITE SHALL BE DISPOSED OF IN ACCORDANCE WITH LOCAL, STATE AND FEDERAL REQUIREMENTS. ANY GROUNDWATER DEWATERING PRACTICES SHALL BE PERFORMED UNDER THE SUPERVISION OF A QUALIFIED PROFESSIONAL. THE CONTRACTOR IS REQUIRED TO OBTAIN ALL NECESSARY PERMITS FOR THE DISCHARGE OF DEWATERED GROUNDWATER. ALL SOIL IMPORTED TO THE SITE SHALL BE CERTIFIED CLEAN FILL. CONTRACTOR SHALL MAINTAIN RECORDS OF ALL FILL MATERIALS BROUGHT TO THE SITE.
  - THE CONTRACTOR IS REQUIRED TO PROVIDE TEMPORARY AND/OR PERMANENT SHORING WHERE REQUIRED DURING EXCAVATION ACTIVITIES INCLUDING BUT NOT LIMITED TO UTILITY TRENCHES. TO ENSURE THE STRUCTURAL INTEGRITY OF NEARBY STRUCTURES AND STABILITY OF THE SURROUNDING SOILS.
  - PROPOSED TOP OF CURB ELEVATIONS ARE GENERALLY 4 INCHES TO 7 INCHES ABOVE EXISTING GRADES UNLESS OTHERWISE NOTED. THE CONTRACTOR WILL SUPPLY ALL STAKEOUT CURB GRADE SHEETS TO STONEFIELD ENGINEERING & DESIGN, LLC. FOR REVIEW AND APPROVAL PRIOR TO POURING CONCRETE.
  - THE CONTRACTOR IS RESPONSIBLE TO SET ALL PROPOSED UTILITY COVERS AND RESET ALL EXISTING UTILITY COVERS WITHIN THE PROJECT LIMITS TO PROPOSED GRADE IN ACCORDANCE WITH ANY APPLICABLE MUNICIPAL, COUNTY, STATE AND/OR UTILITY AUTHORITY REGULATIONS.
  - MINIMUM SLOPE REQUIREMENTS TO PREVENT PONDING SHALL BE AS FOLLOWS:
    - CURB GUTTER: 0.50%
    - CONCRETE SURFACES: 1.00%
    - ASPHALT SURFACES: 1.00%
  - A MINIMUM SLOPE OF 1.00% SHALL BE PROVIDED AWAY FROM ALL BUILDINGS. THE CONTRACTOR SHALL ENSURE POSITIVE DRAINAGE FROM THE BUILDING IS ACHIEVED AND SHALL NOTIFY STONEFIELD ENGINEERING & DESIGN, LLC. IF THIS CONDITION CANNOT BE MET. FOR PROJECTS WHERE BASEMENTS ARE PROPOSED, THE CONTRACTOR IS RESPONSIBLE TO DETERMINE THE DEPTH TO GROUNDWATER AT THE LOCATION OF THE PROPOSED STRUCTURE. IF GROUNDWATER IS ENCOUNTERED WITHIN THE BASEMENT AREA, SPECIAL CONSTRUCTION METHODS SHALL BE UTILIZED AND REVIEWED/APPROVED BY THE CONSTRUCTION CODE OFFICIAL. IF SUMP PUMPS ARE REQUIRED, ALL DISCHARGES SHALL BE CONNECTED DIRECTLY TO THE PUBLIC STORM SEWER SYSTEM WITH APPROVAL FROM THE GOVERNING STORM SEWER SYSTEM AUTHORITY.

- ADA NOTES**
- THE CONTRACTOR SHALL MAINTAIN A MAXIMUM 2.00% SLOPE IN ANY DIRECTION WITHIN THE ADA PARKING SPACES AND ACCESS AISLES.
  - THE CONTRACTOR SHALL PROVIDE COMPLIANT SIGNAGE AT ALL ADA PARKING AREAS IN ACCORDANCE WITH STATE GUIDELINES.
  - THE CONTRACTOR SHALL MAINTAIN A MAXIMUM 5.00% RUNNING SLOPE AND A MAXIMUM OF 2.00% CROSS SLOPE ALONG WALKWAYS WITHIN THE ACCESSIBLE PATH OF TRAVEL (SEE THE SITE PLAN FOR THE LOCATION OF THE ACCESSIBLE PATH). THE CONTRACTOR IS RESPONSIBLE TO ENSURE THE ACCESSIBLE PATH OF TRAVEL IS 36 INCHES WIDE OR GREATER UNLESS INDICATED OTHERWISE WITHIN THE PLAN SET.
  - THE CONTRACTOR SHALL MAINTAIN A MAXIMUM 2.00% SLOPE IN ANY DIRECTION AT ALL LANDINGS. LANDINGS INCLUDE, BUT ARE NOT LIMITED TO, THE TOP AND BOTTOM OF AN ACCESSIBLE RAMP. AT ACCESSIBLE BUILDING ENTRANCES, AT AN AREA IN FRONT OF A WALKUP PATH, AND AT TURNING SPACES ALONG THE ACCESSIBLE PATH OF TRAVEL, THE LANDING AREA SHALL HAVE A MINIMUM CLEAR AREA OF 60 INCHES BY 60 INCHES UNLESS INDICATED OTHERWISE WITHIN THE PLAN SET.
  - THE CONTRACTOR SHALL MAINTAIN A MAXIMUM 8.33% RUNNING SLOPE AND A MAXIMUM 2.00% CROSS SLOPE ON ANY CURB RAMPS ALONG THE ACCESSIBLE PATH OF TRAVEL. WHERE PROVIDED, CURB RAMP FLARES SHALL NOT HAVE A SLOPE GREATER THAN 10.00% IF A LANDING AREA IS PROVIDED AT THE TOP OF THE RAMP. FOR ALTERATIONS, A CURB RAMP FLARE SHALL NOT HAVE A SLOPE GREATER THAN 8.33% IF A LANDING AREA IS NOT PROVIDED AT THE TOP OF THE RAMP. CURBS RAMPS SHALL NOT RISE MORE THAN 6 INCHES IN ELEVATION WITHOUT A HANDRAIL. THE CLEAR WIDTH OF A CURB RAMP SHALL BE NO LESS THAN 36 INCHES WIDE.
  - ACCESSIBLE RAMPS WITH A RISE GREATER THAN 6 INCHES SHALL CONTAIN COMPLIANT HANDRAILS ON BOTH SIDES OF THE RAMP AND SHALL NOT RISE MORE THAN 30" IN ELEVATION WITHOUT A LANDING AREA IN BETWEEN RAMP RUNS. LANDING AREAS SHALL ALSO BE PROVIDED AT THE TOP AND BOTTOM OF THE RAMP.
  - A SLIP RESISTANT SURFACE SHALL BE CONSTRUCTED ALONG THE ACCESSIBLE PATH AND WITHIN ADA PARKING AREAS.
  - THE CONTRACTOR SHALL ENSURE A MAXIMUM OF 1/4 INCHES VERTICAL CHANGE IN LEVEL ALONG THE ACCESSIBLE PATH. WHERE A CHANGE IN LEVEL BETWEEN 1/4 INCHES AND 1/2 INCHES EXISTS, CONTRACTOR SHALL ENSURE THAT THE TOP 1/2 INCH CHANGE IN LEVEL IS BEVELED WITH A SLOPE NOT STEEPER THAN 1 UNIT VERTICAL AND 2 UNITS HORIZONTAL (2:1 SLOPE).
  - THE CONTRACTOR SHALL ENSURE THAT ANY OPENINGS (GAPS OR HORIZONTAL SEPARATION) ALONG THE ACCESSIBLE PATH SHALL NOT ALLOW PASSAGE OF A SPHERE GREATER THAN 1/4 INCH.



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<p><b>SITE DEVELOPMENT PLANS</b></p> <p><b>TARGET OUTLOT</b></p> <p><b>PROPOSED DENTAL OFFICE BUILDING WITH ASSOCIATED IMPROVEMENTS</b></p> <p>PARCEL ID: 14-026-10-01-00 4097 EAST BLUE GRASS ROAD UNION TOWNSHIP ISABELLA COUNTY, MICHIGAN</p>	<p>MICHIGAN LICENSE No. 6201063062 LICENSED PROFESSIONAL ENGINEER</p> <p><b>STONEFIELD</b> engineering &amp; design</p> <p>SCALE: 1" = 20' PROJECT ID: M-17043</p> <p>TITLE: <b>GRADING PLAN</b></p> <p>DRAWING: <b>C-5</b></p>



**DRAINAGE AND UTILITY NOTES**

- THE CONTRACTOR TO PERFORM A TEST PIT PRIOR TO CONSTRUCTION (RECOMMEND 30 DAYS PRIOR) AT LOCATIONS OF EXISTING UTILITY CROSSINGS FOR STORMWATER IMPROVEMENTS. SHOULD A CONFLICT EXIST, THE CONTRACTOR SHALL IMMEDIATELY NOTIFY STONEFIELD ENGINEERING & DESIGN, LLC IN WRITING.
- CONTRACTOR SHALL START CONSTRUCTION OF STORM LINES AT THE LOWEST INVERT AND WORK UP GRADIENT.
- THE CONTRACTOR IS REQUIRED TO CALL THE APPROPRIATE AUTHORITY FOR NOTICE OF CONSTRUCTION EXCAVATION AND UTILITY MARK OUT PRIOR TO THE START OF CONSTRUCTION IN ACCORDANCE WITH STATE LAW. CONTRACTOR IS REQUIRED TO CONFIRM THE HORIZONTAL AND VERTICAL LOCATION OF UTILITIES IN THE FIELD. SHOULD A DISCREPANCY EXIST BETWEEN THE FIELD LOCATION OF A UTILITY AND THE LOCATION SHOWN ON THE PLAN SET OR SURVEY, THE CONTRACTOR SHALL NOTIFY STONEFIELD ENGINEERING & DESIGN, LLC IMMEDIATELY IN WRITING.
- THE CONTRACTOR IS RESPONSIBLE TO MAINTAIN A RECORD OF THE AS-BUILT LOCATIONS OF ALL PROPOSED UNDERGROUND INFRASTRUCTURE. THE CONTRACTOR SHALL NOTE ANY DISCREPANCIES BETWEEN THE AS-BUILT LOCATIONS AND THE LOCATIONS DEPICTED WITHIN THE PLAN SET. THIS RECORD SHALL BE PROVIDED TO THE OWNER FOLLOWING COMPLETION OF WORK.

**EXCAVATION, SOIL PREPARATION, AND DEWATERING NOTES**

- THE CONTRACTOR IS REQUIRED TO REVIEW THE REFERENCED GEOTECHNICAL DOCUMENTS PRIOR TO CONSTRUCTION. THESE DOCUMENTS SHALL BE CONSIDERED A PART OF THE PLAN SET.
- THE CONTRACTOR IS REQUIRED TO PREPARE SUBGRADE SOILS BENEATH ALL PROPOSED IMPROVEMENTS AND BACKFILL ALL EXCAVATIONS IN ACCORDANCE WITH RECOMMENDATIONS BY THE GEOTECHNICAL ENGINEER OF RECORD.
- THE CONTRACTOR IS RESPONSIBLE FOR PROVIDING SHORING FOR ALL EXCAVATIONS AS REQUIRED. CONTRACTOR SHALL HAVE THE SHORING DESIGN PREPARED BY A QUALIFIED PROFESSIONAL. SHORING DESIGNS SHALL BE SUBMITTED TO STONEFIELD ENGINEERING & DESIGN, LLC, AND THE OWNER PRIOR TO THE START OF CONSTRUCTION.
- THE CONTRACTOR IS RESPONSIBLE FOR ENSURING THAT ALL OPEN EXCAVATIONS ARE PERFORMED AND PROTECTED IN ACCORDANCE WITH THE LATEST OSHA REGULATIONS.
- THE CONTRACTOR IS RESPONSIBLE FOR ANY DEWATERING DESIGN AND OPERATIONS, AS REQUIRED, TO CONSTRUCT THE PROPOSED IMPROVEMENTS. THE CONTRACTOR SHALL OBTAIN ANY REQUIRED PERMITS FOR DEWATERING OPERATIONS AND GROUNDWATER DISPOSAL.

N

**SYMBOL DESCRIPTION**

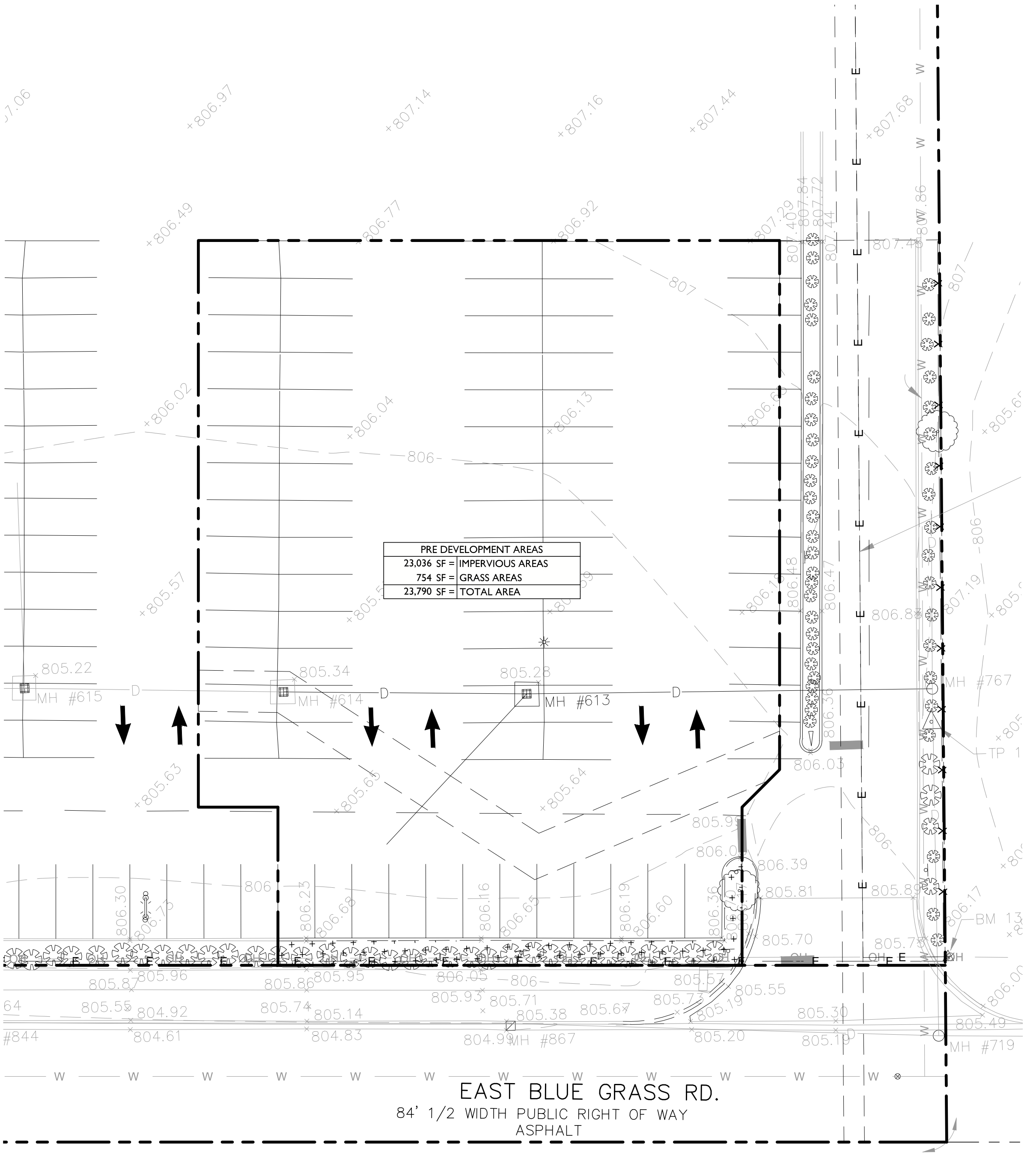
--- PROPERTY LINE

100 PROPOSED GRADING CONTOUR

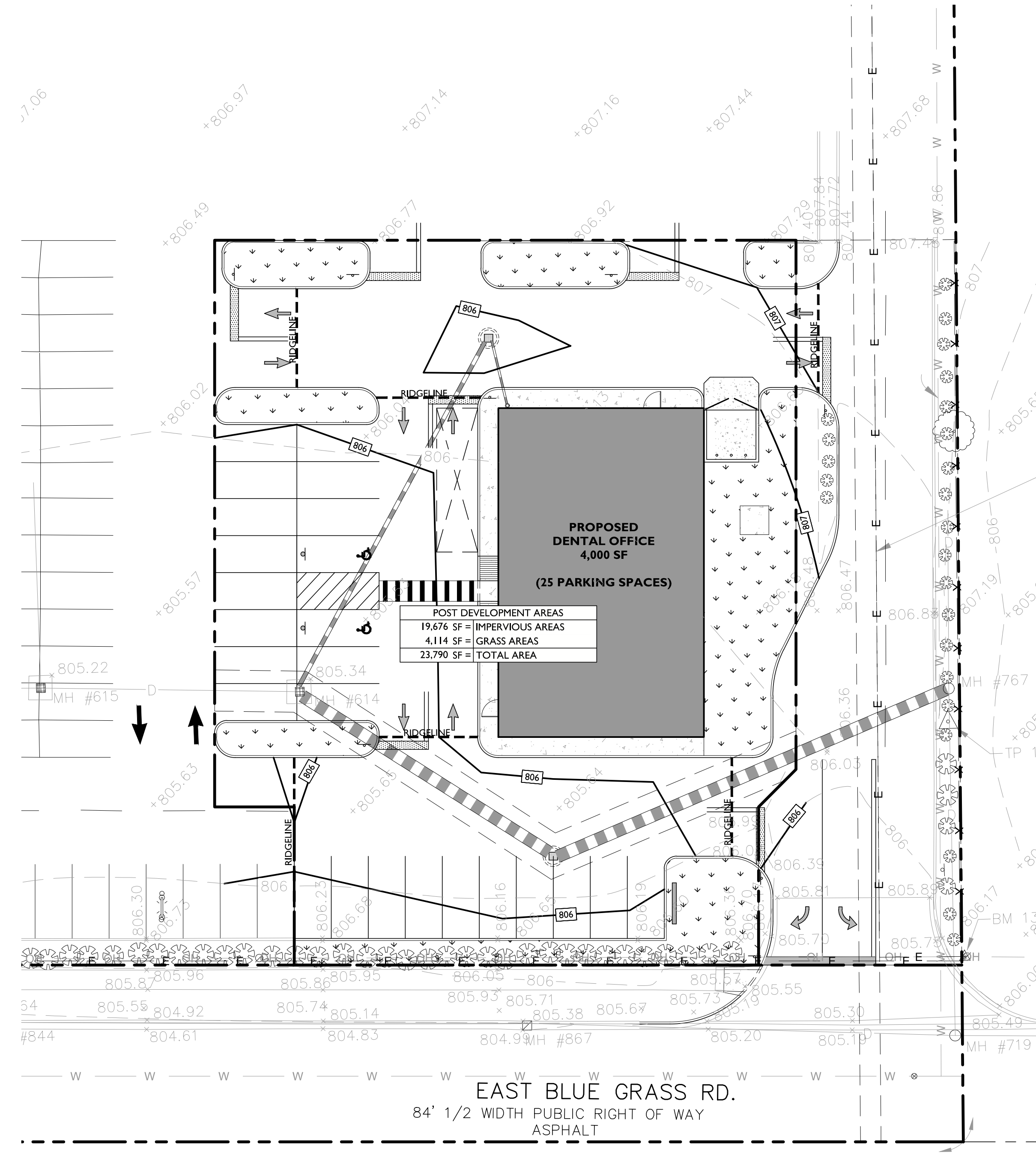
--- RIDGELINE

PROPOSED STORMWATER STRUCTURES

PROPOSED STORMWATER PIPING



**PRE-DEVELOPMENT DRAINAGE MAP**



**POST-DEVELOPMENT DRAINAGE MAP**

**SITE PIPE STORAGE SUMMARY\***

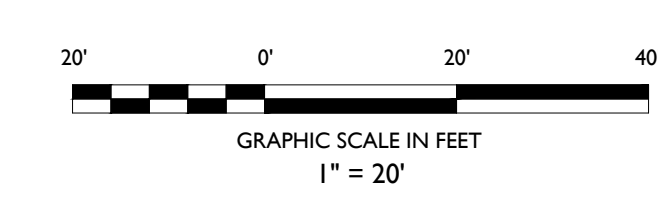
	PRE-DEVELOPMENT	POST-DEVELOPMENT
36" PIPE ON SITE	179 LF	199 LF
CROSS SECTION	7.07 SF	7.07 SF
STORAGE	1,265.53 CF	1,406.93 CF
<b>ADDITIONAL STORAGE</b>		<b>+ 141.4 CF</b>

\* BASED ON THE "TARGET" 36" STORAGE PIPES LOCATED ON SITE.

**SITE RUNOFF SUMMARY**

	PRE-DEVELOPMENT	POST-DEVELOPMENT
Q=C*I*A		
C (VALUE)	0.929	0.838
I (INTENSITY)*	4.36	4.36
A (AREA)	0.55	0.55
<b>Q (FLOW RATE)</b>	<b>2.23 CFS</b>	<b>2.01 CFS</b>

\* FOR THE REQUIRED 25 YEAR STORM



SUBMISSION FOR SITE PLAN APPROVAL	
MPH	BY
DATE	ISSUE
01/13/2018	

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**SITE DEVELOPMENT PLANS**

**TARGET OUTLOT**

**PROPOSED DENTAL OFFICE BUILDING WITH ASSOCIATED IMPROVEMENTS**

PARCEL ID: 14-026-10-01-00  
4097 EAST BLUE GRASS ROAD  
UNION TOWNSHIP  
ISABELLA COUNTY, MICHIGAN

MICHIGAN LICENSE No. 6201063062  
LICENSED PROFESSIONAL ENGINEER

**STONEFIELD engineering & design**

SCALE: 1" = 20' PROJECT ID: M-17043

TITLE: **STORMWATER MANAGEMENT PLAN**

DRAWING: **C-6**



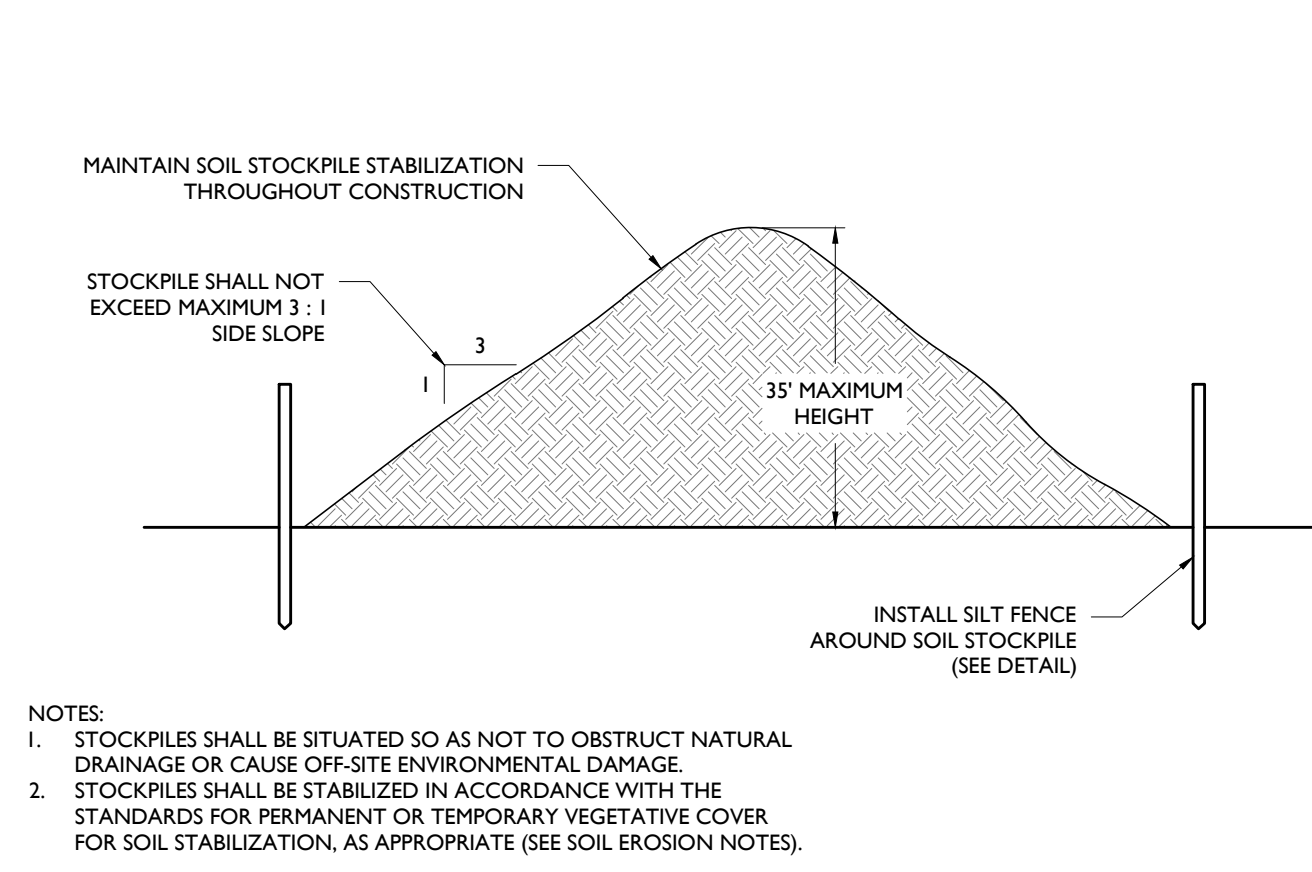




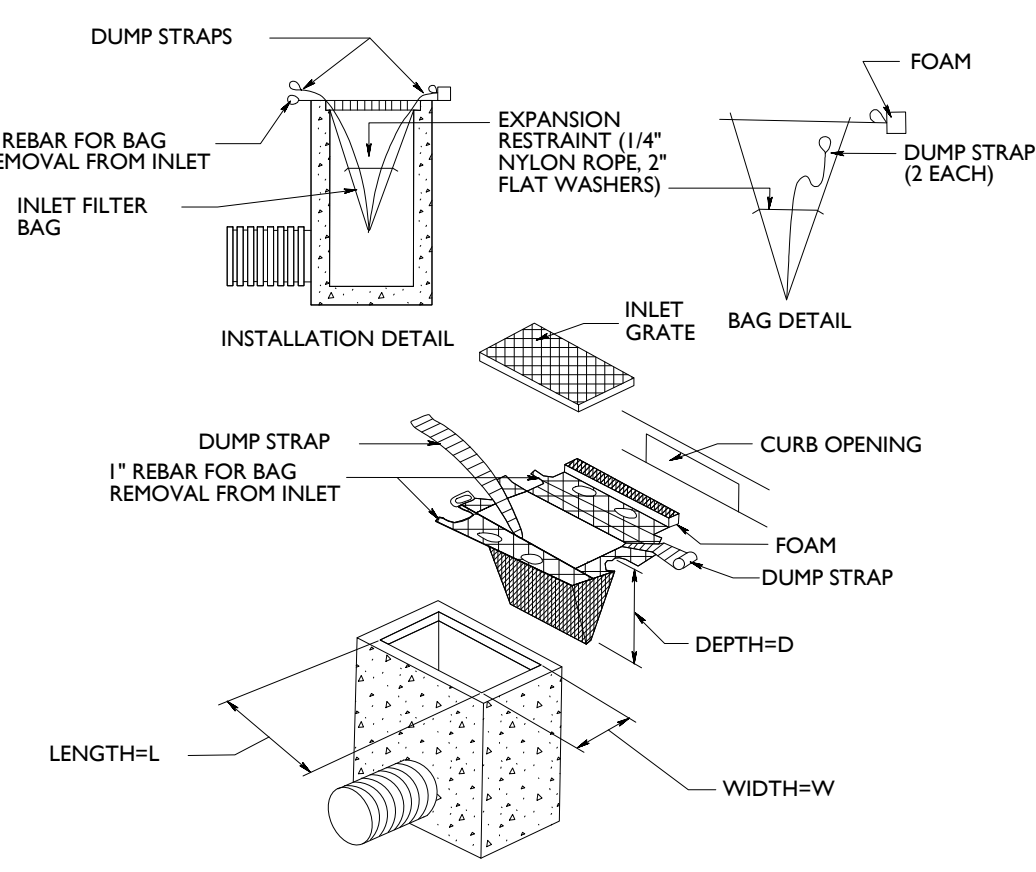


**LOCATION MAP**

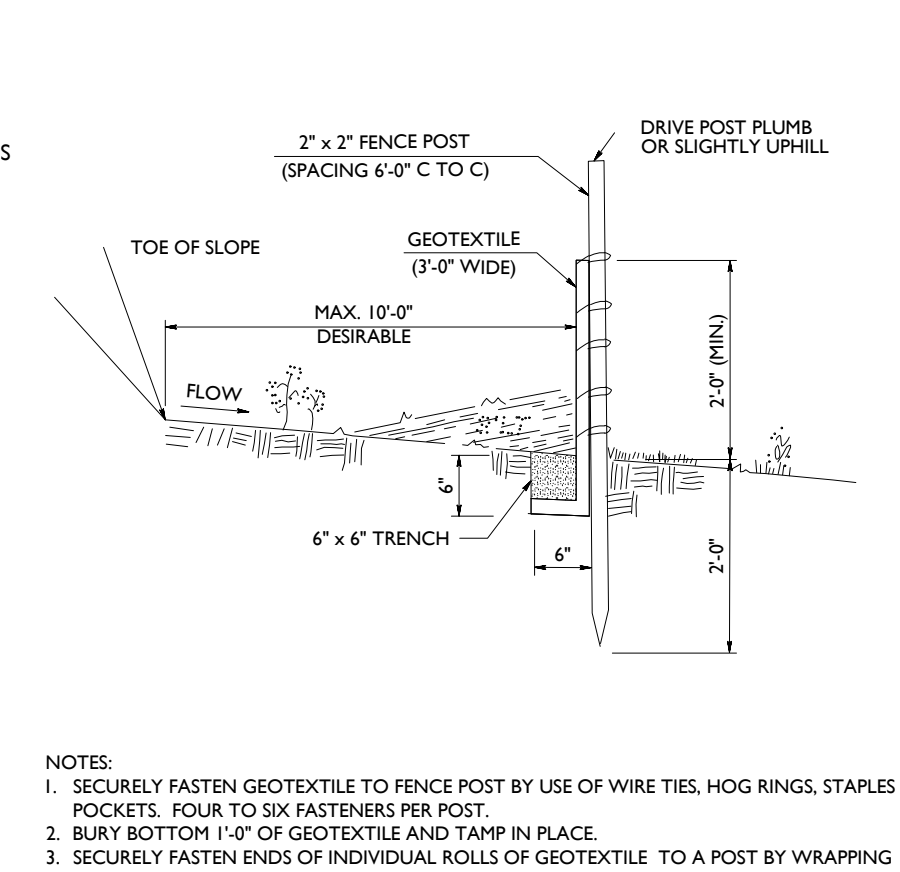
SCALE: 1" = 2,000'±



**SOIL STOCKPILE DETAIL**  
NOT TO SCALE

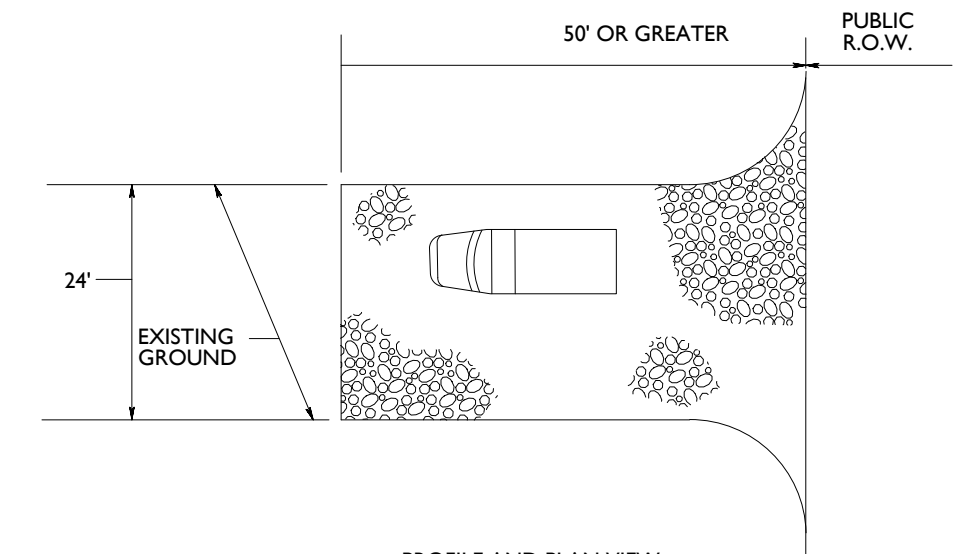


**INLET FILTER BAG DETAIL**



**SILT FENCE DETAIL**

SYMBOL	DESCRIPTION
---	PROPERTY BOUNDARY
- - -	ADJACENT PROPERTY BOUNDARY
---	PROPOSED LIMIT OF DISTURBANCE
---	PROPOSED SILT FENCE
---	PROPOSED STABILIZED CONSTRUCTION ENTRANCE
---	PROPOSED INLET PROTECTION FILTER



**STABILIZED CONSTRUCTION ENTRANCE DETAIL**  
NOT TO SCALE

**SOIL EROSION AND SEDIMENT CONTROL NOTES**

1. THE CONTRACTOR IS RESPONSIBLE FOR SOIL EROSION AND SEDIMENT CONTROL IN ACCORDANCE WITH LOCAL, STATE, AND FEDERAL REQUIREMENTS.
2. THE CONTRACTOR IS RESPONSIBLE FOR DUST CONTROL IN COMPLIANCE WITH LOCAL, STATE, AND FEDERAL AIR QUALITY STANDARDS.
3. THE CONTRACTOR IS RESPONSIBLE TO INSPECT ALL SOIL EROSION AND SEDIMENT CONTROL MEASURES WEEKLY AND AFTER A PRECIPITATION EVENT GREATER THAN 1 INCH. THE CONTRACTOR SHALL MAINTAIN AN INSPECTION LOG ON SITE AND DOCUMENT CORRECTIVE ACTION TAKEN THROUGHOUT THE COURSE OF CONSTRUCTION AS REQUIRED.

**ENVIRONMENTAL NOTES:**

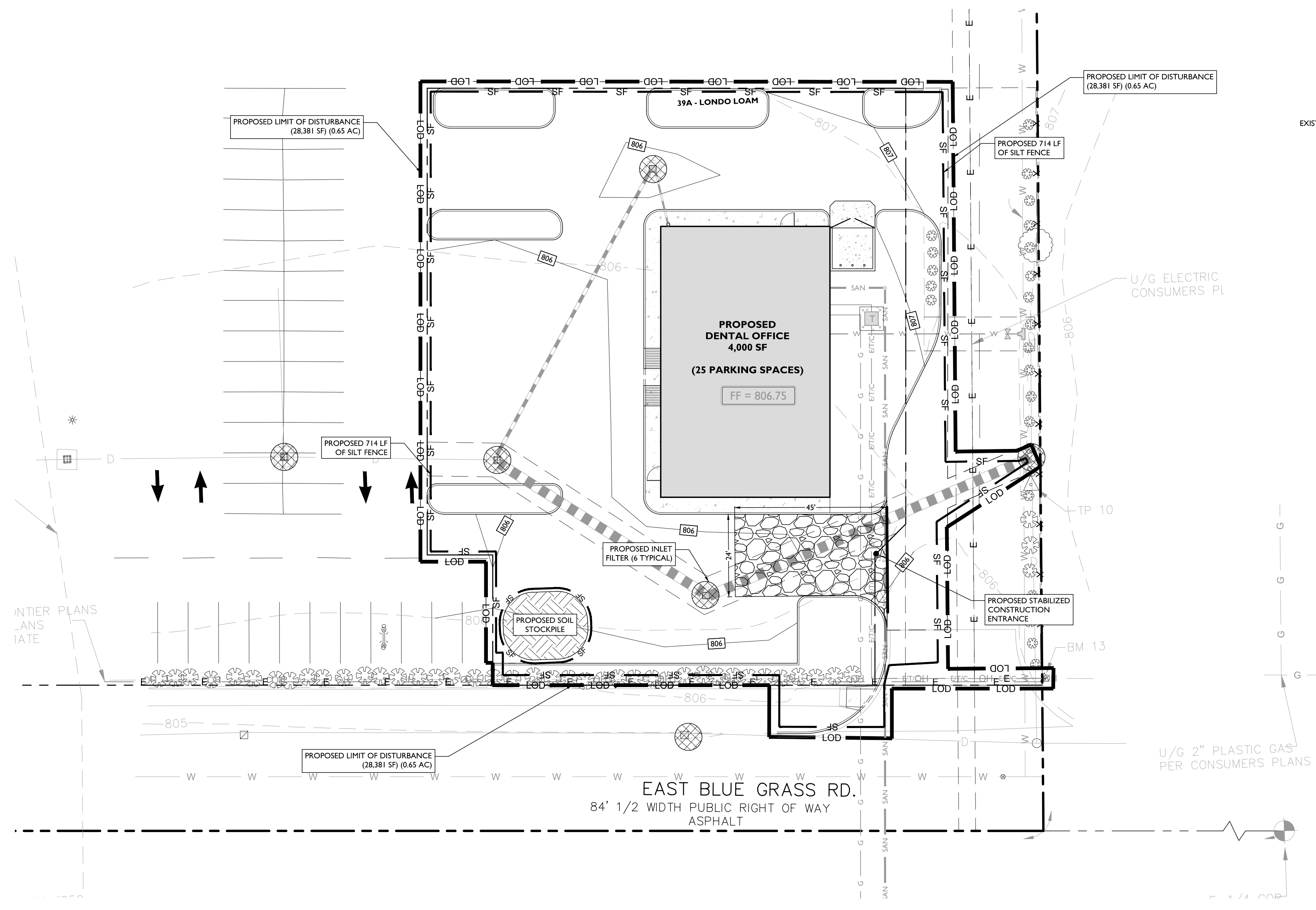
1. THERE ARE NO RIPARIAN ZONES ON SITE
2. NO PORTION OF THIS SITE LIES WITHIN A FLOOD HAZARD AREA
3. THERE ARE NO WETLANDS ON SITE
4. THERE ARE NO STREAMS OR WATERWAYS ON SITE
5. ALL ELEVATIONS SHOWN ARE BASED ON NAVD 1988 DATUM

39A - LONDO LOAM	
SOIL CHARACTERISTICS	
HYDROLOGIC SOIL GROUP	C/D
DEPTH TO RESTRICTIVE LAYER	>78 INCHES
SOIL PERMEABILITY	0.80 IN/HR
DEPTH TO WATER TABLE	9.1 IN

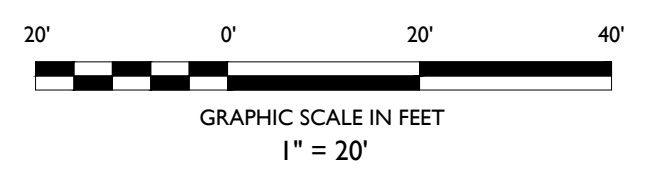
**SEQUENCE OF CONSTRUCTION**

1. INSTALL SILT FENCE AND CONSTRUCTION ENTRANCE (2 DAYS).
2. ROUGH GRADING AND TEMPORARY SEEDING (20 DAYS).
3. EXCAVATE AND INSTALL DRAINAGE PIPING, AND INLETS (20 DAYS).
4. INSTALL INLET FILTERS (1 DAY).
5. BUILDING CONSTRUCTION AND SITE IMPROVEMENTS (90 DAYS).
6. CONSTRUCT RIGHT OF WAY IMPROVEMENTS (1 DAY).
7. LANDSCAPING IMPROVEMENTS AND FINAL SEEDING (7 DAYS).
8. REMOVE SOIL EROSION MEASURES (1 DAY).

NOTE: TIME DURATIONS ARE APPROXIMATE AND ARE INTENDED TO ACT AS A GENERAL GUIDE TO THE CONSTRUCTION TIMELINE. ALL DURATIONS ARE SUBJECT TO CHANGE BY CONTRACTOR. CONTRACTOR SHALL SUBMIT CONSTRUCTION SCHEDULE TO TOWNSHIP AND ENGINEER. CONTRACTOR SHALL PHASE CONSTRUCTION ACCORDINGLY.



**EAST BLUE GRASS RD.**  
84' 1/2 WIDTH PUBLIC RIGHT OF WAY ASPHALT



**NOT APPROVED FOR CONSTRUCTION**

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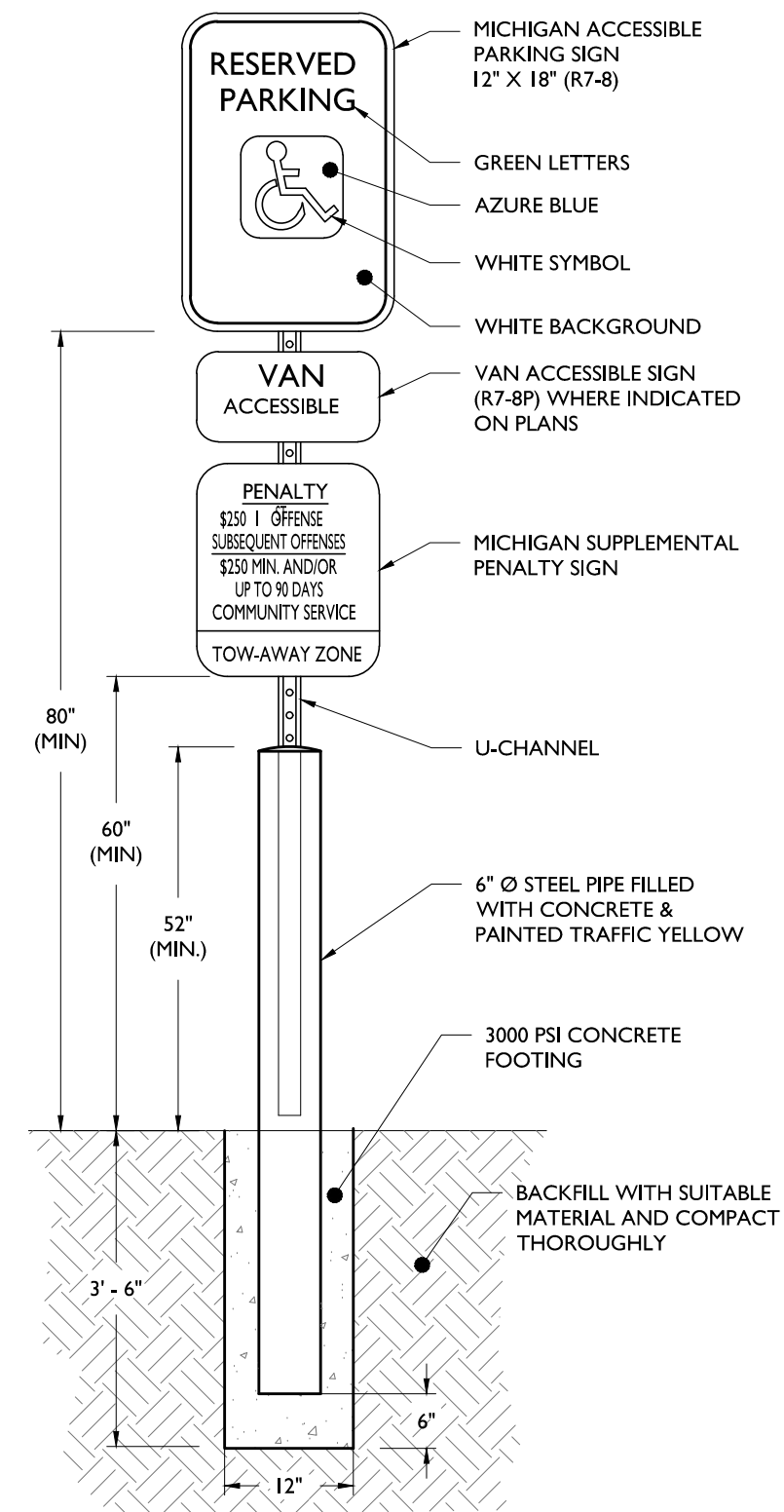
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SCALE: 1" = 20' PROJECT ID: M-17043

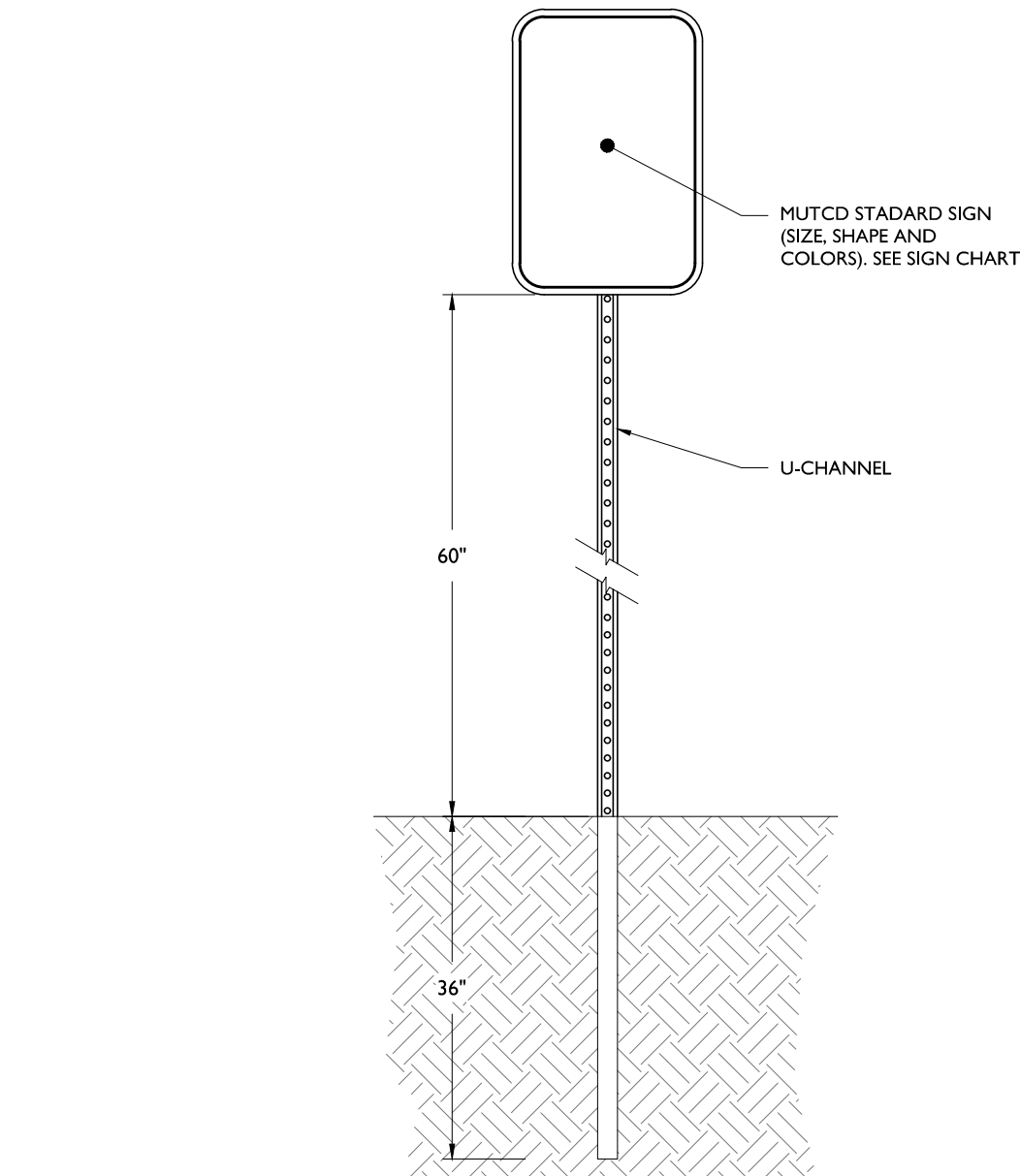
TITLE:  
**SOIL EROSION & SEDIMENT CONTROL PLAN**

DRAWING:  
**C-10**

ISSUE	DATE	BY	DESCRIPTION
1	01/21/2018	MPH	SUBMISSION FOR SITE PLAN APPROVAL



**ACCESSIBLE PARKING SIGN WITH BOLLARD DETAIL**  
NOT TO SCALE

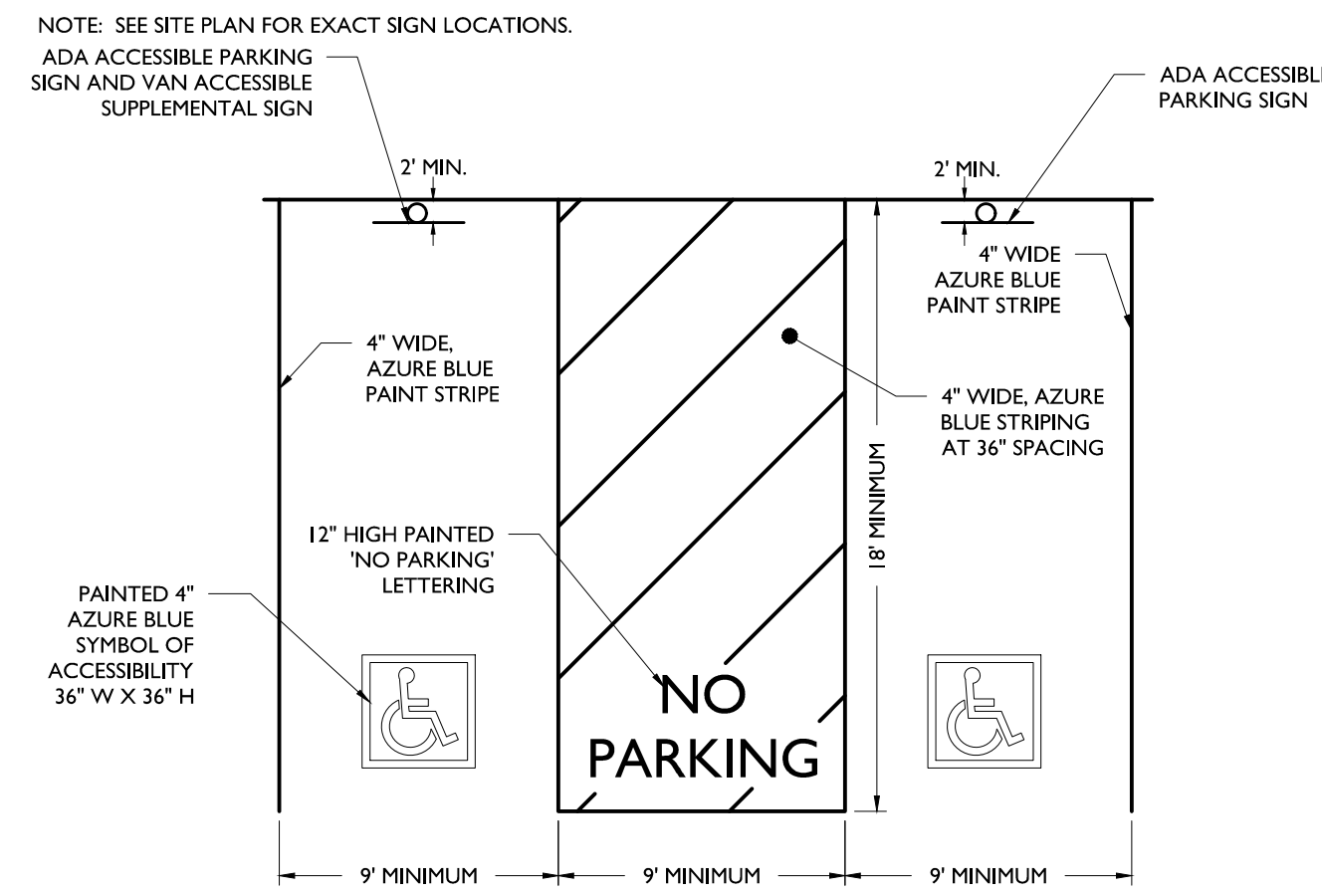


**SIGN POST DETAIL**  
NOT TO SCALE

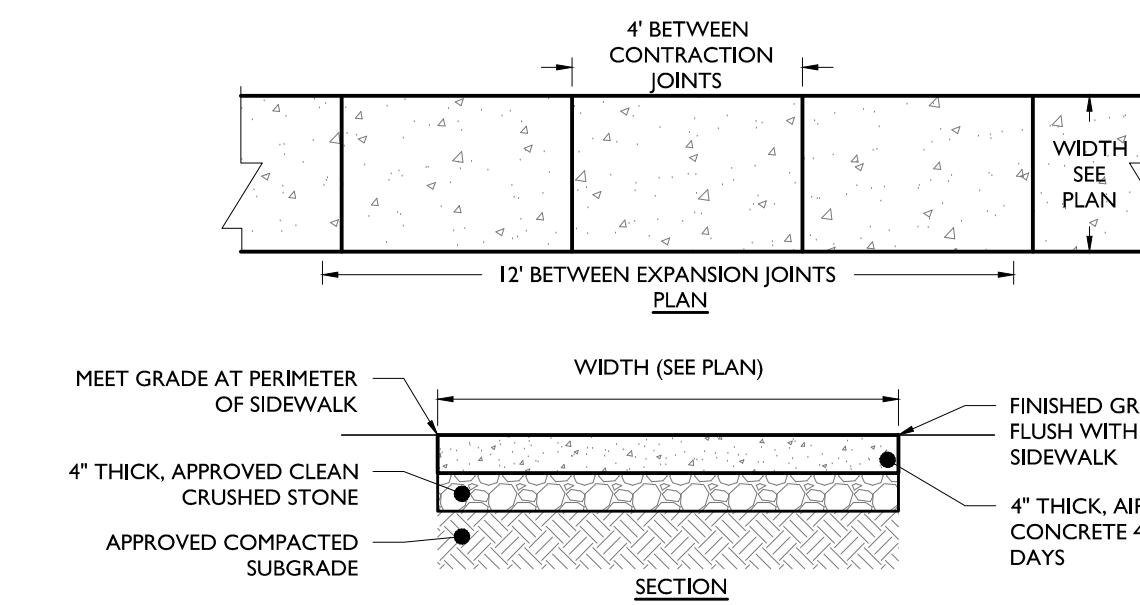
M.U.T.C.D. NUMBER	TEXT	COLOR		SIZE OF SIGN (WIDTH X HEIGHT)	TYPE OF MOUNT
		LEGEND	BACKGROUND		
STOP SIGN (R1-1)		RED	WHITE	36" X 36"	GROUND

NOTE:  
1. ALL SIGNS SHALL BE IN ACCORDANCE WITH THE FEDERAL HIGHWAY ADMINISTRATION (FHWA) MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD), EXCEPT AS NOTED.  
2. ALL SIGNS SHALL BE MOUNTED AS TO NOT OBSTRUCT THE SHAPE OF "STOP" (R1-1) AND "YIELD" (R1-2) SIGNS.

**SIGN DATA TABLE**  
NOT TO SCALE

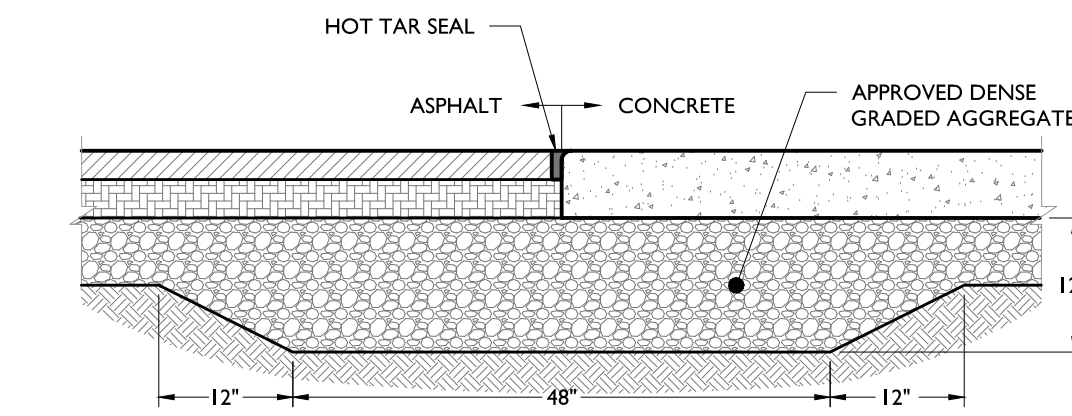


**ACCESSIBLE PARKING STALL MARKINGS**  
NOT TO SCALE

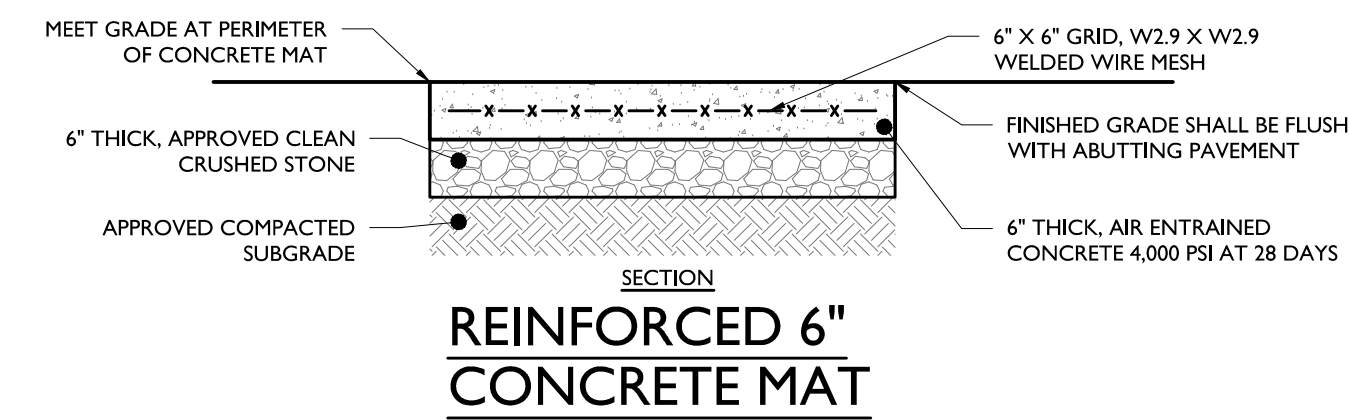


**CONCRETE WALKWAY DETAIL**  
NOT TO SCALE

NOTES:  
1. MAXIMUM CROSS SLOPE SHALL BE 1/4" PER FOOT.  
2. 1/2" EXPANSION JOINTS SHALL BE PROVIDED AT 12' INTERVALS WITH PRE-MOLDED, BITUMINOUS JOINT FILLER, RECESSED 1/2" FROM THE SURFACE.  
3. 1" DEEP BY 1/2" WIDE, TOOLED CONTRACTION JOINTS SHALL BE PROVIDED AT 4' INTERVALS.  
4. EXPANSION JOINT SHALL BE PROVIDED WHERE ADJACENT TO A BUILDING.

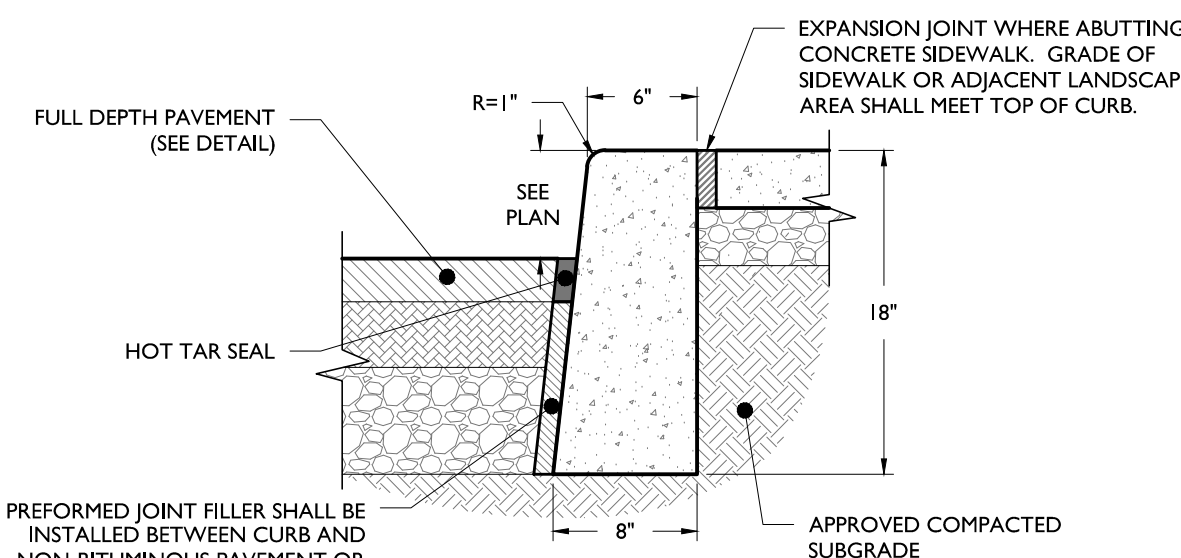


**CONCRETE TO ASPHALT TRANSITION DETAIL**  
NOT TO SCALE



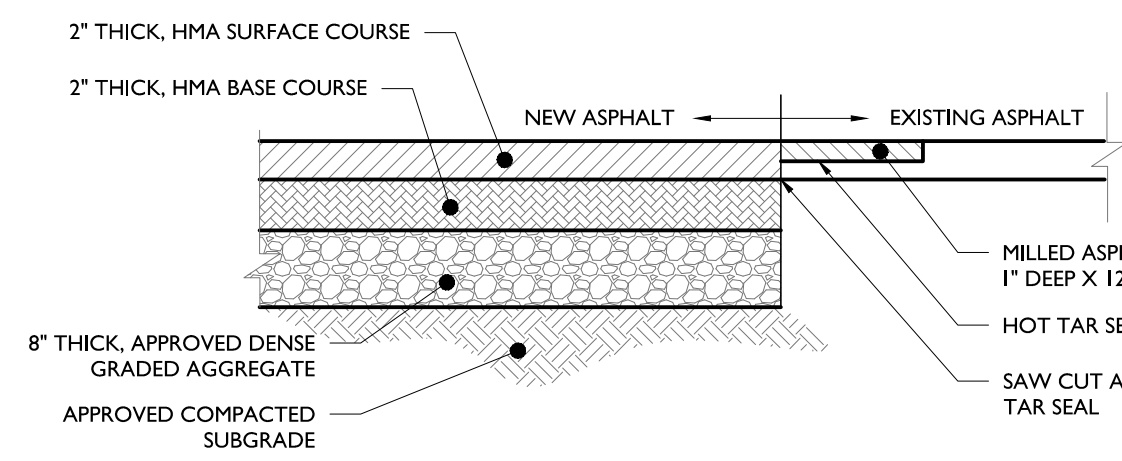
**REINFORCED 6" CONCRETE MAT**  
NOT TO SCALE

NOTES:  
1. 1/2" EXPANSION JOINTS WITH WATER SEAL SHALL BE PROVIDED AT 12' INTERVALS WITH PRE-MOLDED, BITUMINOUS JOINT FILLER, RECESSED 1/2" FROM THE SURFACE. LONGITUDINAL REBAR TO BE CUT AT EXPANSION JOINTS.  
2. 1" DEEP BY 1/2" WIDE, TOOLED CONTRACTION JOINTS SHALL BE PROVIDED AT MID-POINT BETWEEN EXPANSION JOINTS OR 6' INTERVALS MAX.  
3. CONCRETE SHALL RECEIVE BROOM FINISH.  
4. ALL EXPOSED CORNERS TO HAVE 12" CHAMFER.



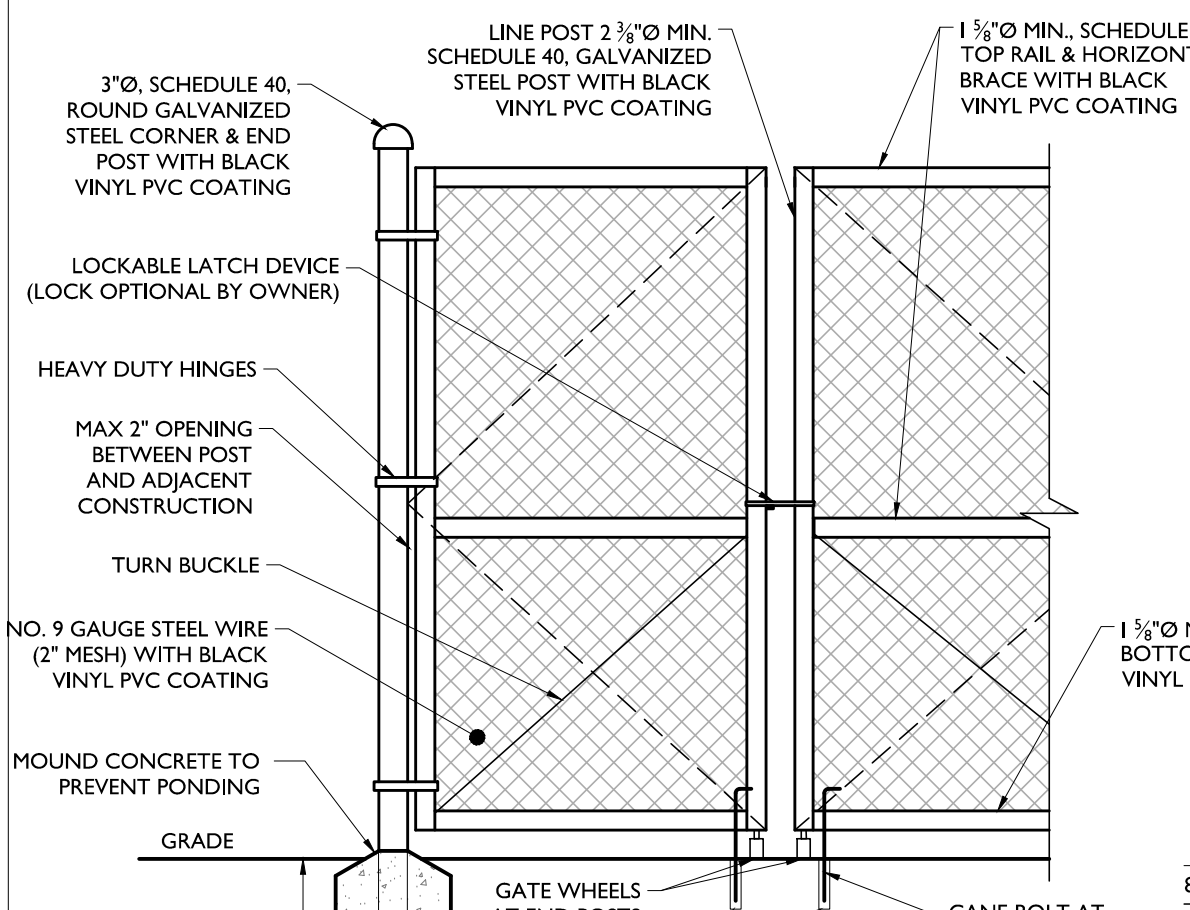
**CONCRETE CURB DETAIL**  
NOT TO SCALE

NOTES:  
1. CONCRETE SHALL BE 3500 PSI AT 28 DAYS, AIR-ENTRAINED.  
2. TRANSVERSE EXPANSION JOINTS SHALL BE PROVIDED AT 20 FOOT INTERVALS WITH PRE-MOLDED, BITUMINOUS JOINT FILLER, RECESSED 1/2" FROM SURFACE.  
3. HALF DEPTH CONTRACTION JOINTS SHALL BE PROVIDED AT 10 FOOT INTERVALS.  
4. 18" CURB DEPTH SHALL BE MAINTAINED AT DEPRESSED OR FLUSH CURBED AREAS.

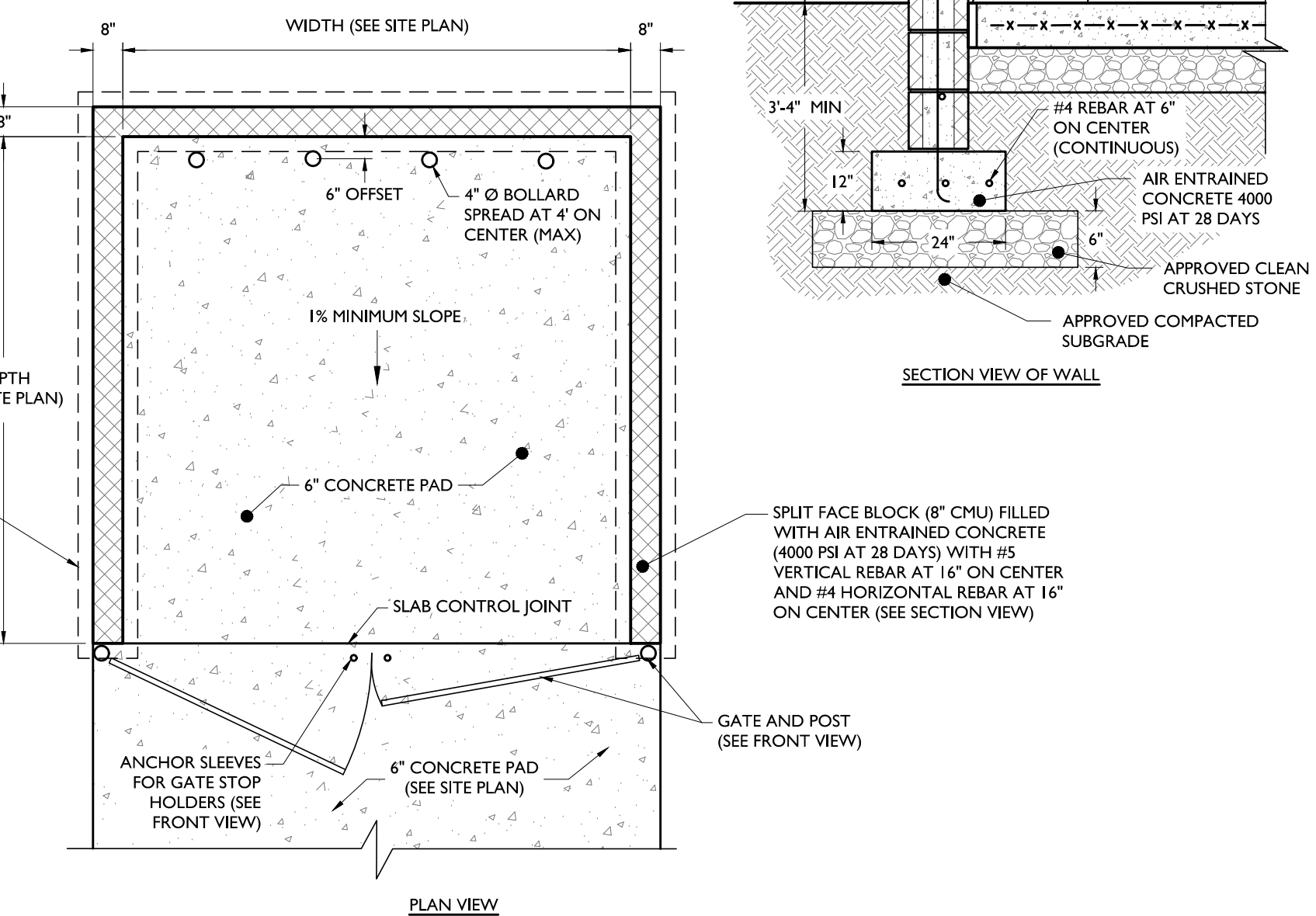


**FULL DEPTH ASPHALT PAVEMENT DETAIL**  
NOT TO SCALE

NOTE:  
1. HMA MIX AND DENSE GRADED AGGREGATE SHALL CONFORM TO STATE DEPARTMENT OF TRANSPORTATION SPECIFICATIONS.  
2. CONTRACTOR TO REFER TO GEOTECHNICAL REPORT PRIOR TO CONSTRUCTION.  
3. CONTRACTOR TO MATCH EXISTING PAVEMENT CROSS SECTION.

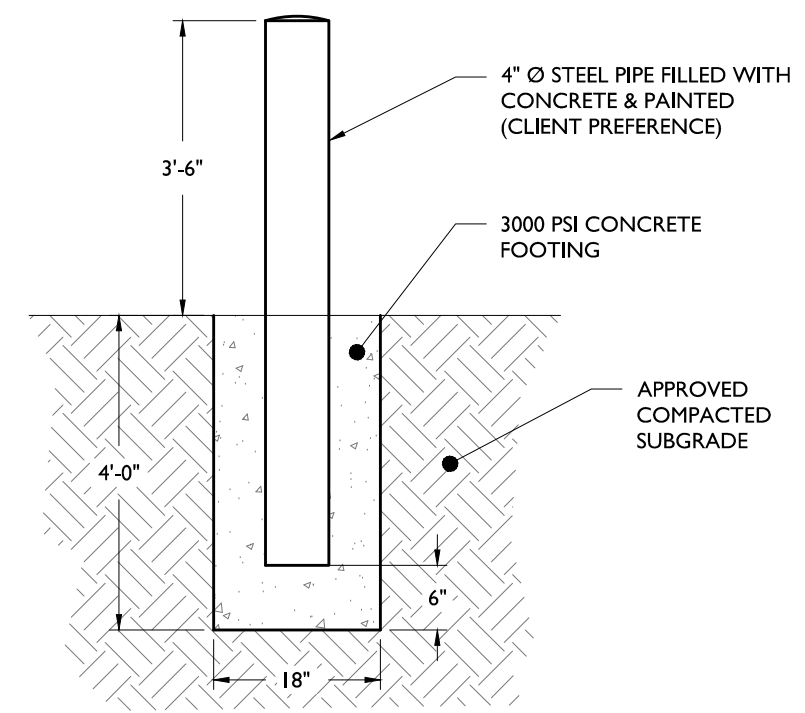


**FRONT VIEW OF GATE**

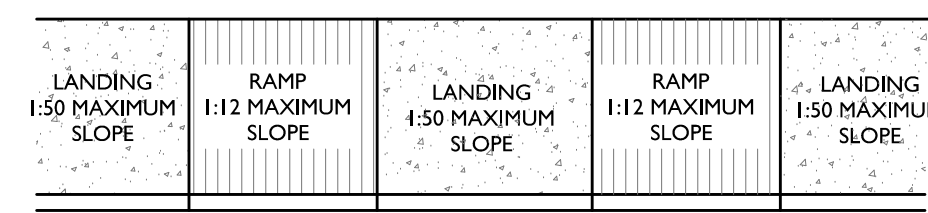


**TRASH / RECYCLE ENCLOSURE DETAIL**  
NOT TO SCALE

NOTE:  
BLOCK COLOR TO MATCH BUILDING OR AS SPECIFIED BY OWNER



**BOLLARD DETAIL**  
NOT TO SCALE



**TRANSITION RAMP DETAIL**  
NOT TO SCALE

NOTES:  
1. CROSS SLOPE ON RAMP SHALL NOT EXCEED 2%.  
2. A FLUSH CURB SHALL HAVE A MINIMUM WIDTH OF 36". SEE PLAN FOR EXACT WIDTH.  
3. RAMP SHALL HAVE A MAXIMUM RISE OF 6" WITHOUT A HANDRAIL.

ISSUE	DATE	BY	DESCRIPTION
1	01/11/2018	MPH	SUBMISSION FOR SITE PLAN APPROVAL

NOT APPROVED FOR CONSTRUCTION

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**SITE DEVELOPMENT PLANS**

**TARGET OUTLOT**

**PROPOSED DENTAL OFFICE BUILDING WITH ASSOCIATED IMPROVEMENTS**

PARCEL ID: 14-026-10-011-00  
4097 EAST BLUE GRASS ROAD  
UNION TOWNSHIP  
ISABELLA COUNTY, MICHIGAN

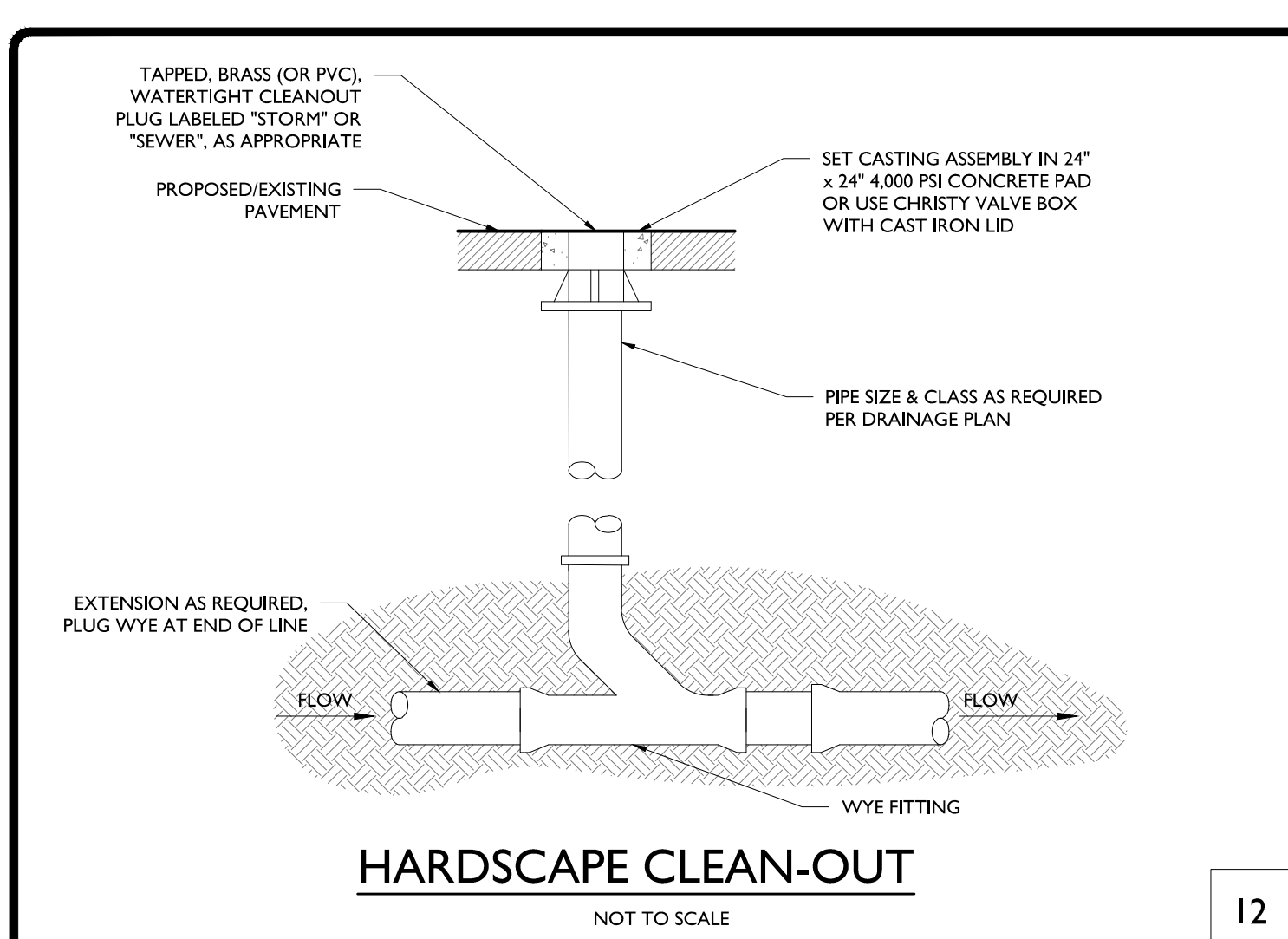
MICHIGAN LICENSE NO. 6201063062  
LICENSED PROFESSIONAL ENGINEER

**STONEFIELD**  
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SCALE: AS SHOWN PROJECT ID: M-17043

TITLE:  
**CONSTRUCTION DETAILS**

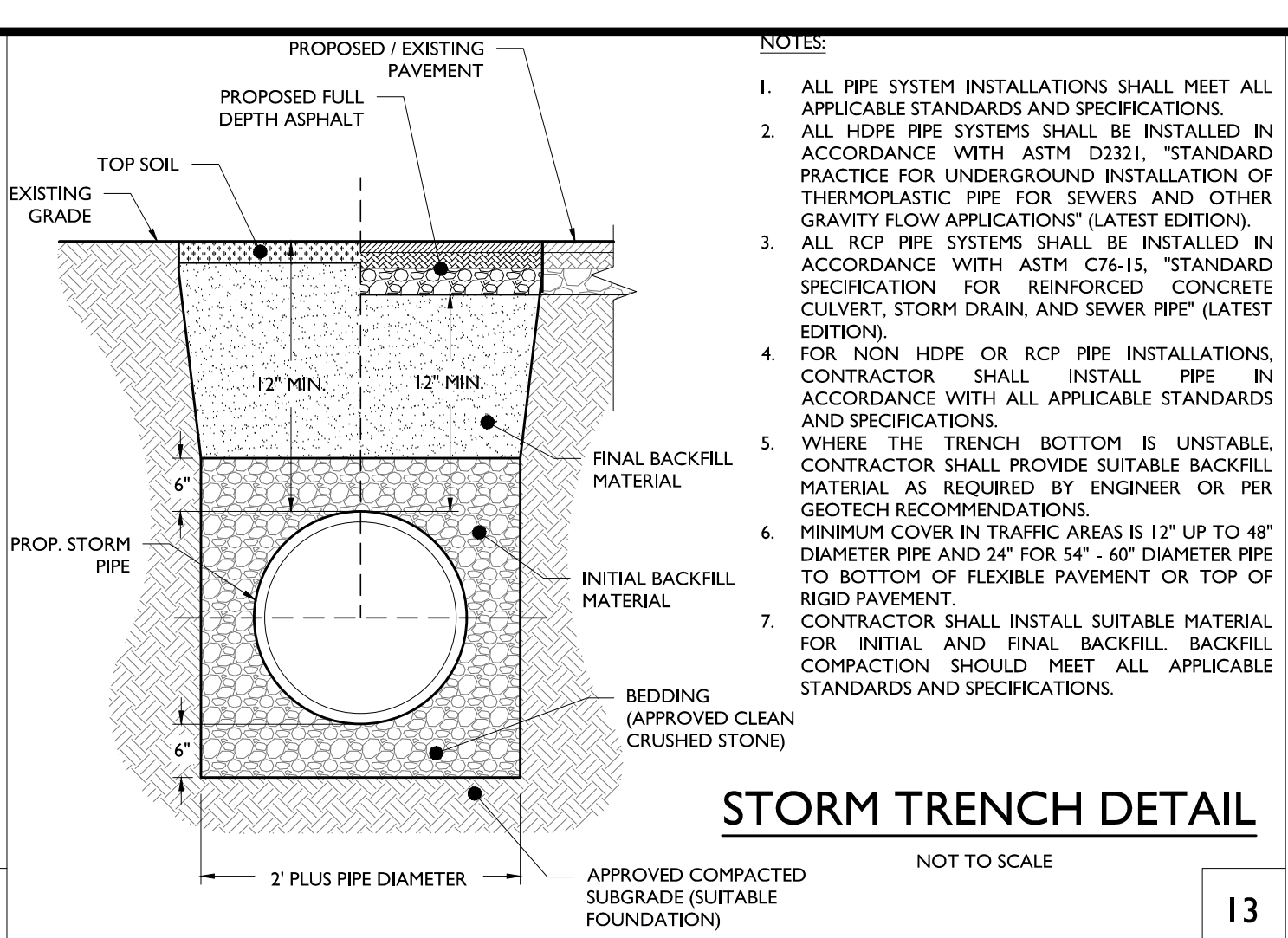
DRAWING:  
**C-11**



**HARDSCAPE CLEAN-OUT**

NOT TO SCALE

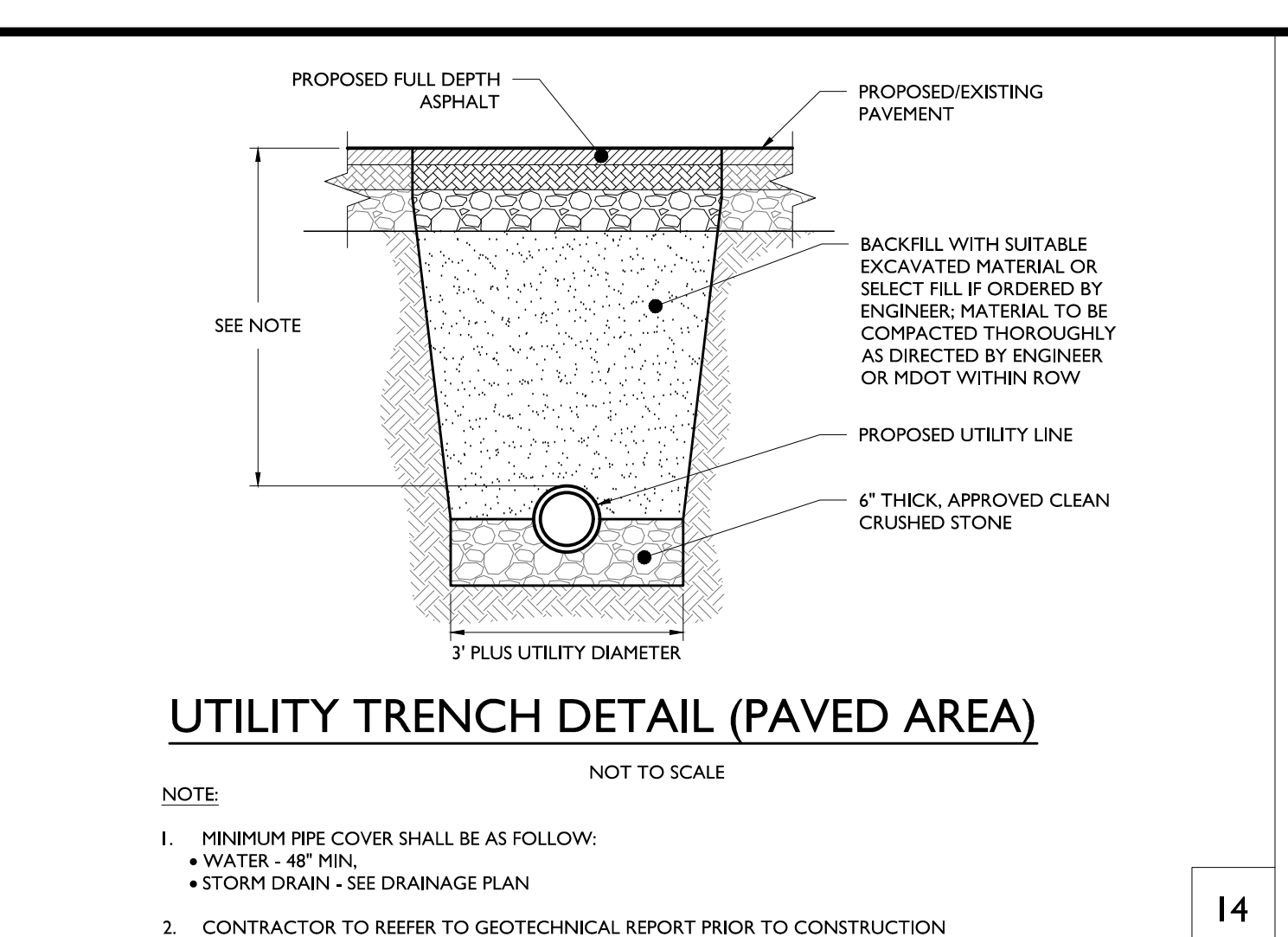
12



**STORM TRENCH DETAIL**

NOT TO SCALE

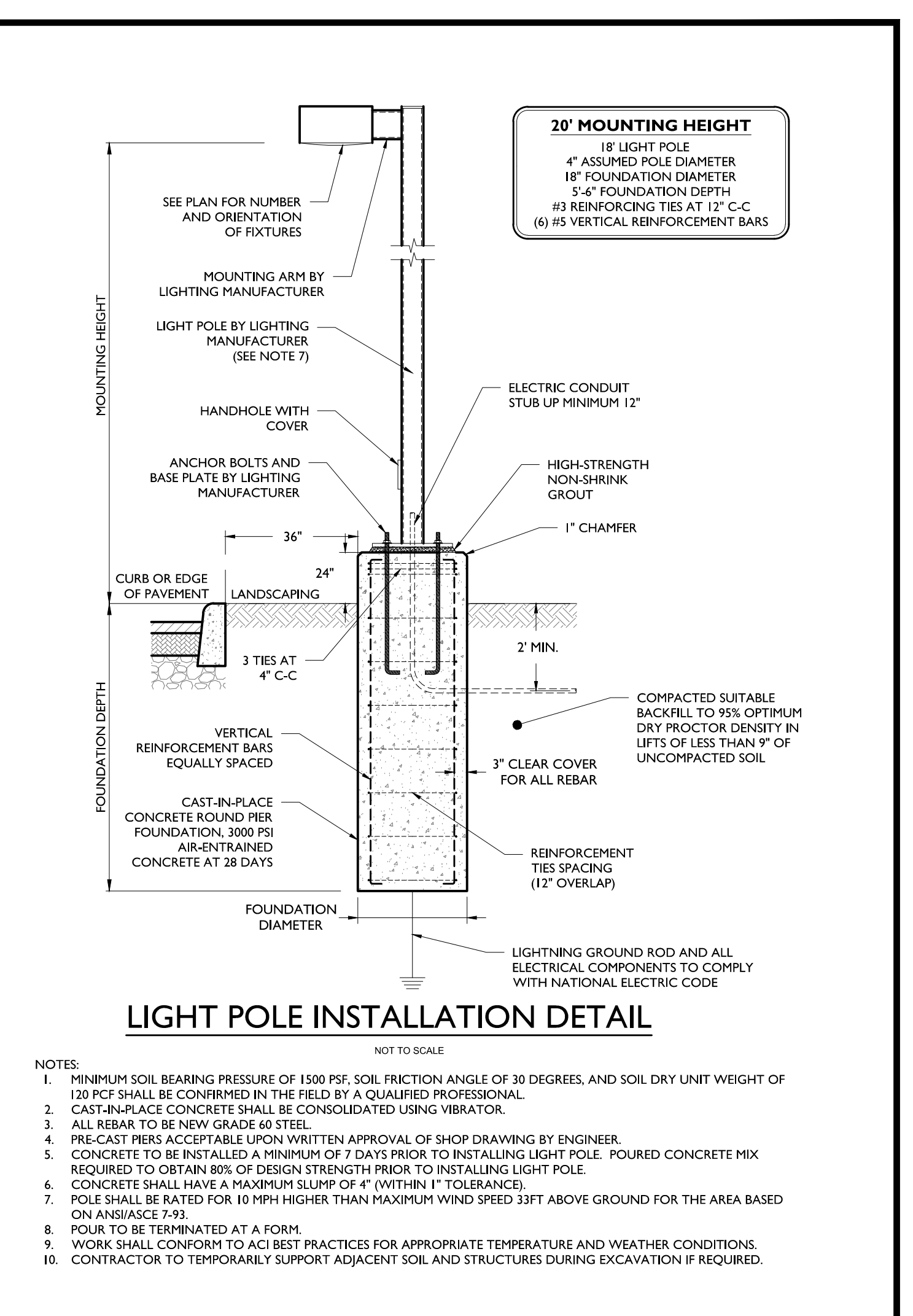
13



**UTILITY TRENCH DETAIL (PAVED AREA)**

NOT TO SCALE

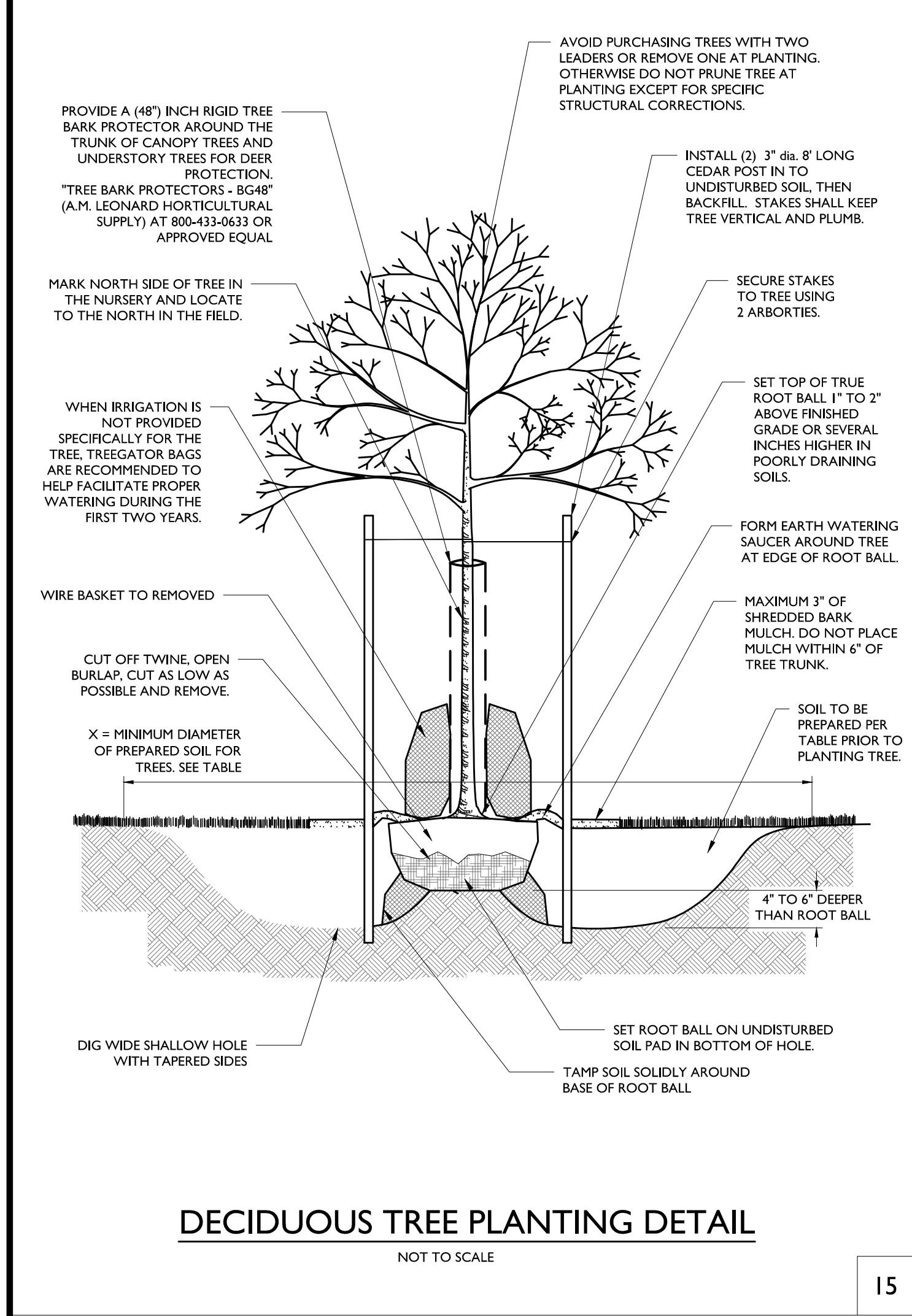
14



**LIGHT POLE INSTALLATION DETAIL**

NOT TO SCALE

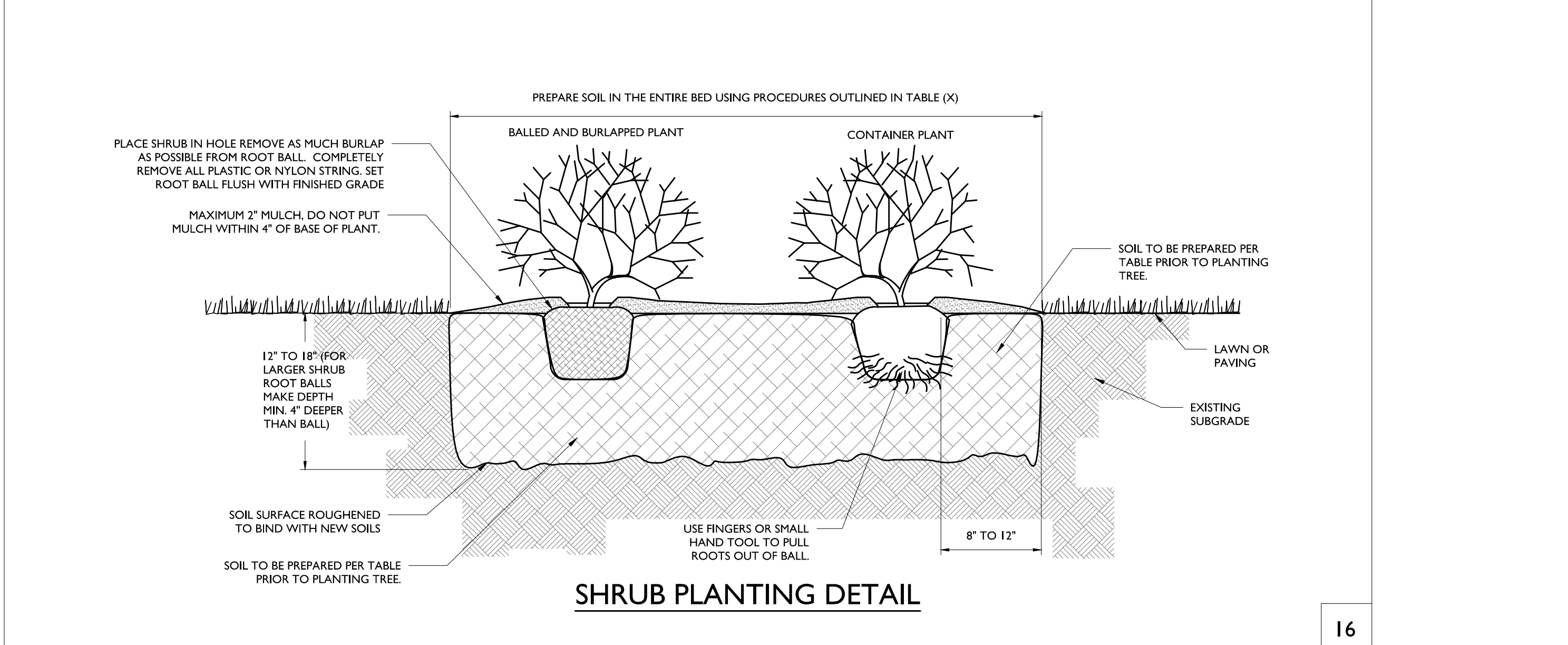
17



**DECIDUOUS TREE PLANTING DETAIL**

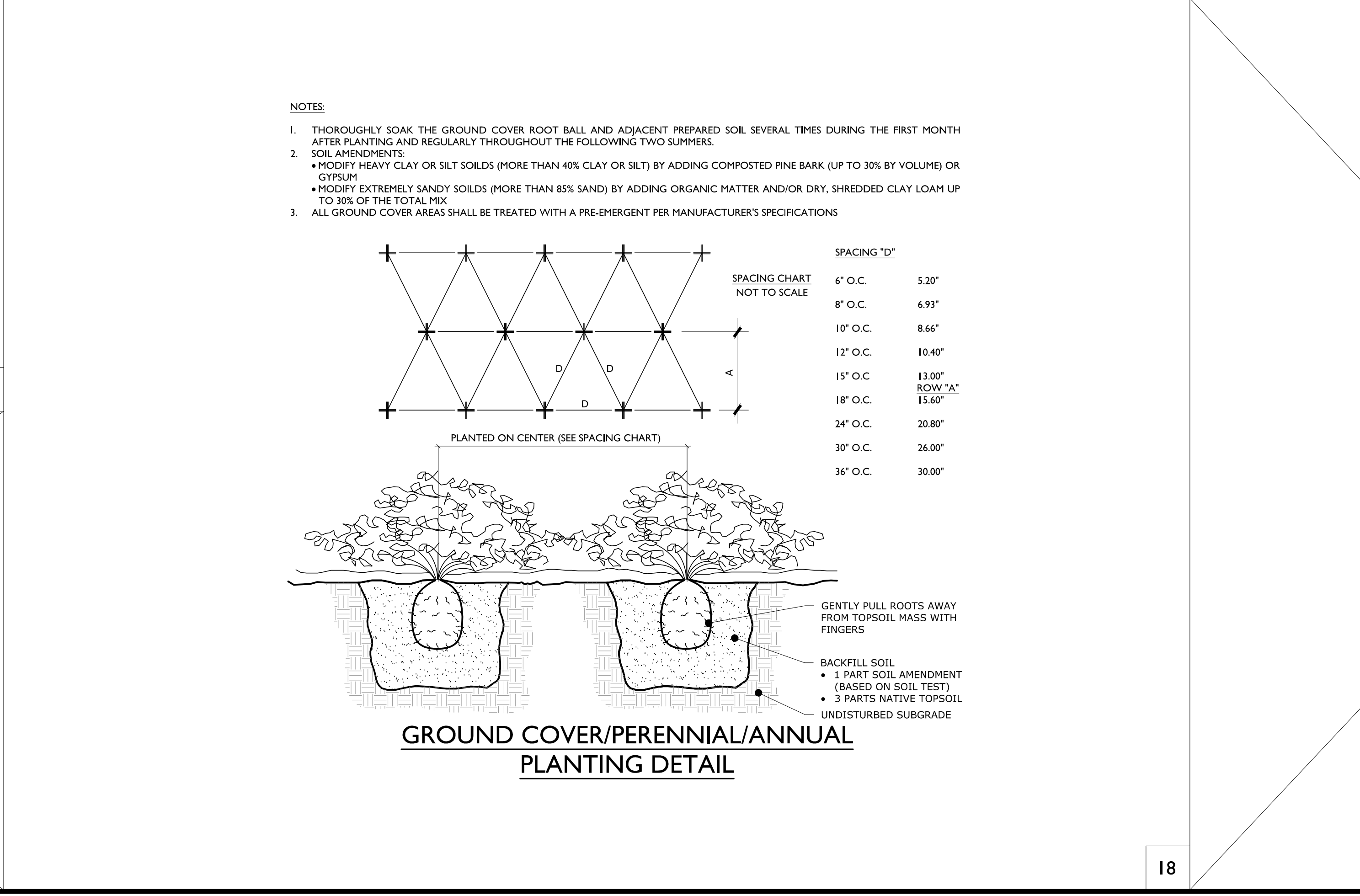
NOT TO SCALE

15



**SHRUB PLANTING DETAIL**

16



**GROUND COVER/PERENNIAL/ANNUAL PLANTING DETAIL**

18

SUBMISSION FOR SITE PLAN APPROVAL		DATE	BY
1	01/17/2018	MPH	
ISSUE		DATE	BY
NOT APPROVED FOR CONSTRUCTION			
<b>STONEFIELD</b> engineering & design Royal Oak, MI • New York, NY • Rutherford, NJ • Princeton, NJ www.stonefielddesign.com		28454 Woodward Avenue, Royal Oak, MI 48067 Phone 248.247.1115	
		MICHIGAN LICENSE No. 6201063062 LICENSED PROFESSIONAL ENGINEER	
<b>SITE DEVELOPMENT PLANS</b> <b>TARGET OUTLOT</b> <b>PROPOSED DENTAL OFFICE BUILDING</b> <b>WITH ASSOCIATED IMPROVEMENTS</b>			
SCALE: AS SHOWN PROJECT ID: M-17043		TITLE: <b>CONSTRUCTION DETAILS</b>	
DRAWING: <b>C-12</b>			

V:\P\17017018\17018-001\17018-001-001.dwg

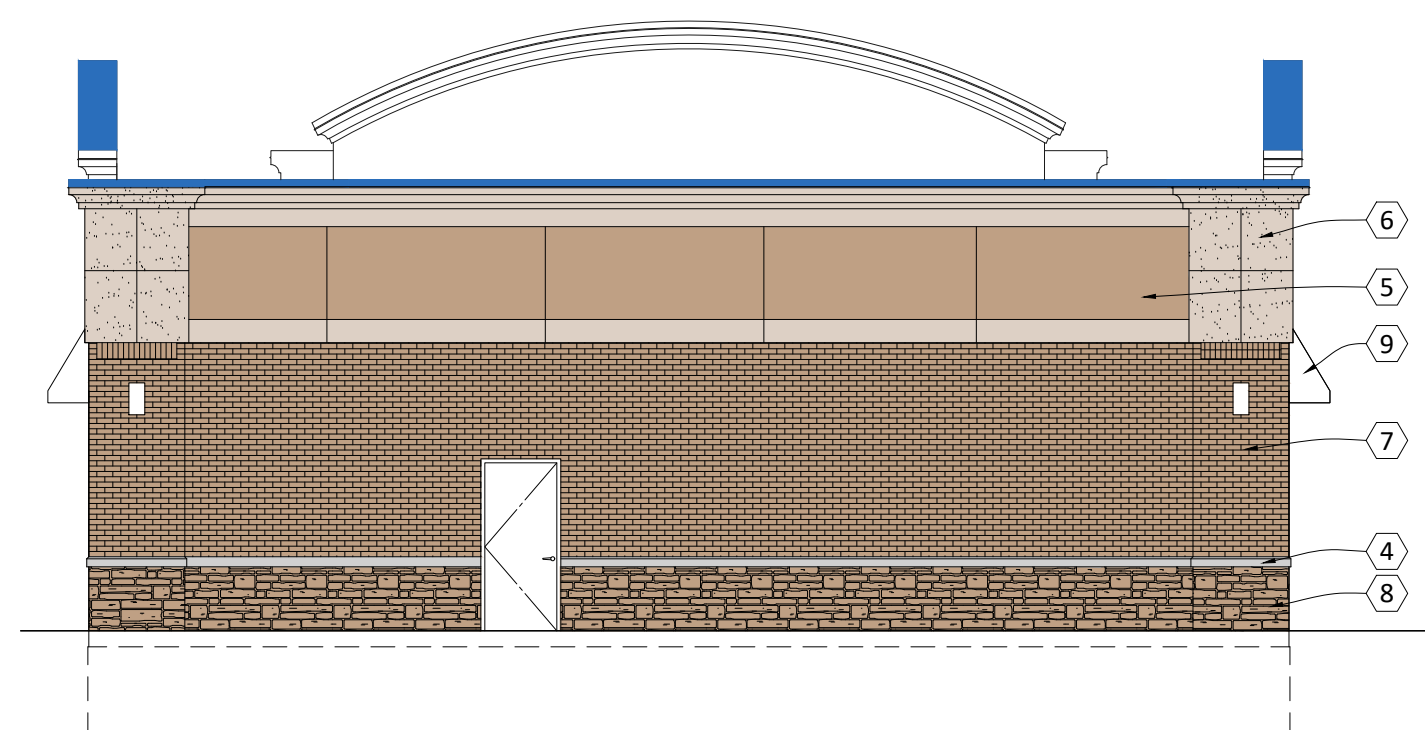
Proposed  
 Building

ASPEN DENTAL

UNION TOWNSHIP,  
 ISABELLA CITY  
 MOUNT PLEASANT, MI



PRELIMINARY SOUTH ELEVATION 5  
 SCALE: 1/8" = 1'-0"



PRELIMINARY NORTH ELEVATION 4  
 SCALE: 1/8" = 1'-0"

**SIGNAGE TO BE DETERMINED**

— 50 SQUARE FOOT AGGREGATE SIGNAGE ALLOWED

**EXTERIOR FINISH KEY**

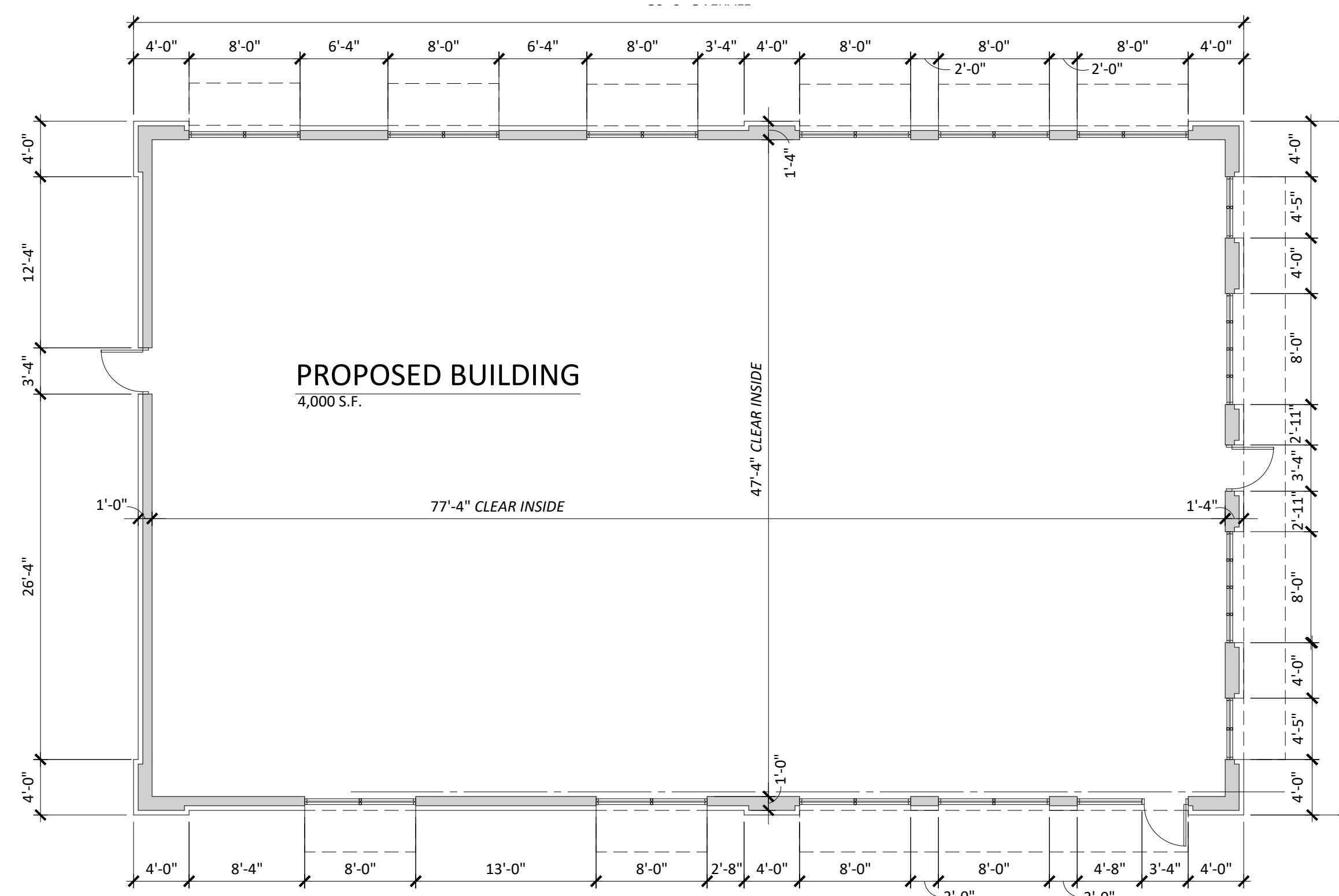
- ① THERMALLY BROKEN ALUM. FRAME  
 CLEAR ANOD. ALUM. FRAME  
 w/ INSULATED GLAZING
- ② — INSULATED SPANDREL GLAZING
- ③ SIGNAGE BY TENANT  
 EACH SIGN TO BE 50 SF MAX  
 TOTAL SIGNAGE NOT TO EXCEED 150 SF  
 PROVIDE 1/2" PLYWOOD SUBSTRATE AS REQ'D
- ④ PREFINISHED METAL COPING  
 MFR. UNA-CLAD  
 COLOR: ELECTRIC BLUE  
 (OR EQUIVALENT)
- ⑤ PRECAST SILL  
 MFR. STONECAST  
 COLOR: LIMESTONE  
 (OR EQUIVALENT)
- ⑥ EIFS #2  
 MFR. DRYVIT  
 COLOR: 382 TAMANCE
- ⑦ EIFS #1  
 MFR. DRYVIT  
 COLOR: 110 VAN DYKE
- ⑧ MODULAR BRICK VENEER  
 MFR. PINE HALL BRICK  
 COLOR: BROWN'S FERRY  
 (OR EQUIVALENT)
- ⑨ STONE VENEER  
 MFR. DUTCH QUALITY  
 COLOR: SIERRA DRYSTACK  
 (OR EQUIVALENT)
- ⑩ ALUMINUM AWNING ON METAL  
 FRAME (NIC)



PRELIMINARY WEST ELEVATION 3  
 SCALE: 1/8" = 1'-0"



PRELIMINARY EAST ELEVATION 2  
 SCALE: 1/8" = 1'-0"



PROPOSED BUILDING  
 4,000 S.F.  
 77'-4" CLEAR INSIDE  
 47'-4" CLEAR INSIDE  
 50'-0" OVERALL  
 PRELIMINARY FLOOR PLAN 1  
 SCALE: 1/8" = 1'-0"

REV	DATE	REVIEW	ISSUED
REV	01-26-18	REVIEW	ISSUED

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SEAL:

DRAWN BY: RY  
 CHECKED BY: XXX  
 IN CHARGE: XXX

SHEET NAME:  
 PRELIMINARY PLAN

JOB NO:  
 18-24

SHEET NO:  
 PP-1





Peter Gallinat, Township Planner  
pgallinat@uniontownshipmi.com  
2010 South Lincoln  
Mt. Pleasant, MI 48858  
Phone 989-772-4600 Ext. 241  
Fax 989-773-1988

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TO: Planning Commission  
FROM: Township Planner

**New Business**

**SUBJECT: B) SPR 2018-03 Eikenhout Inc. PID 14-011-30-004-03.**

**Applicant:** CMS&D Surveying and Engineering

**Owner:** Eikenhout Inc.

**Location:** PID 14-011-30-004-03 MT PLEASANT, MI 48858

**Current Zoning:** B-4 General Business District.

**Adjacent Zoning:** MP City to the south across the road, I-1 to the west, B-4 to the north, and B-4 to the east.

**Future Land Use/Intent:** Commercial: Shopping, office and professional services with mixed neighborhood commercial uses.

**Current Use:** Vacant aside from parking used by neighboring parcel.

**Reason for Request:** Applicant request to construct new accessory building for cold storage.

**History:**

**Objective of board:** Final site plan was received 14 days (02-06-2018) before our regular scheduled meeting on February 20, 2018. The Planning Commission shall study the site plan and shall, within sixty days of its submittal to the Zoning Official, either approve or disapprove the proposed site plan. If the site plan is disapproved, the reasons for disapproval shall be stated.

**Recommend at this time to review the application for information only and to approve in March 2018. Reasons stated below:**

- Sidewalks not shown on plan
- Outside agency approval of Utilities, and Isabella County Drain office have not been received.
- The proposed building would be located on a parcel without a principal building.

Peter Gallinat  
Twp Planner



**Union Township Site Plan Review Application** 2015 Revision

FILL OUT THE FOLLOWING

- I. This application is for (circle one) Preliminary Site Plan Review Final Site Plan Review
- II. Applicant Name KING COURT LLC (EIKENHOUT INC.)
- III. Applicant Address 4269 CORPORATE DR, MT. PLEASANT, MI 48858
- IV. Applicant Phone 989-773-4224 Owner Phone SAME
- V. Applicant is (circle) Contractor Architect/Engineer Developer Land Owner (skip V & VI)  
Other
- VI. Land Owner Name KING COURT LLC
- VII. Land Owner Address P.O. BOX 2806, GRAND RAPIDS, MI 49501-2806
- VIII. Project/Business Name EIKENHOUT PROPOSED EXPANSION
- IX. 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 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	X	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) 772 0911, 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.	X	MDOT (M 20, BR 127 sites) at (989) 773 7756. Contact Isabella County Road Commission (all other county roads) at (989) 773 7131. Submit (3) copies.
Mt. Pleasant Fire Dept.	X	Sgt Randy Keeler (989) 779-5122, (2) copies
Isabella Co Transportation Commission (ICTC)	X	Rick (989) 773 2913, (2) copies
<b>WELLHEAD PROTECTION REPORTING FORMS (Required for all Site Plans)</b>		
Hazardous Substances Reporting Form Part I and II (Forms included in this packet)	X	Kim Smith (989) 772-4600 ext 224 ksmith@uniontownshipmi.com
PERMIT INFORMATION - DEQ Check List	X	
<b>SITE PLAN REQUIREMENTS</b>		
	<b>I</b>	<b>Comments - (also indicate any features which will not be included in the development or are not applicable)</b>
	<b>Of</b>	
Name and addresses of Property Owner	X	
Name and Address of Applicant	X	
Provide Construction Type (per Mi Building Code) and if sprinkled, (assume Type IVb, un-sprinkled if not provided)	X	

## Union Township Site Plan Review Application 2015 Revision

The date, north arrow and scale. 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.	X	
All lot and/or property lines are to be shown and dimensioned, including building setback lines	X	
The location and dimensions of all existing and proposed: fire hydrants (within 400 feet of building) - - - - drives,----- sidewalks, (required ) ----- 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. -	X X X X X X X X X X X X X X	
Elevation of building front, side, and back. Include Sign size, height, and design. Canopy heights extending over driveways accommodate Public Transportation	X	
Source of utilities. Public water and sewer approval by Union Township Utility Coordinator prior to application.	X	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
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)	X	
The location and right-of-way width of all abutting roads, streets, alleys and easements.	X	
A locational sketch drawn to scale giving the section number and the nearest crossroads.	X	

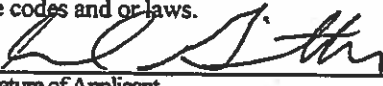
**Union Township Site Plan Review Application 2015 Revision**

The zoning of the subject property and the abutting properties.	X	
	X	
The location, height and type of fences and walls.	X	
	X	
The location and detailed description of landscaping.	X	
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.	X	
The location of all existing and proposed structures on and within one hundred feet of the subject property's boundary.	X	
For apartments, provide a count of bedrooms per building and total count of bedrooms for the project.	X	

**APPLICANT COMMENTS**


**Union Township Site Plan Review Application** 2015 Revision

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 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

2/7/18  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner (if other than applicant)

\_\_\_\_\_  
Date

PLEASE PLACE OUR REVIEW ON THE FEBRUARY 20, 2018 (INSERT DATE)  
PLANNING COMMISSION MEETING. An owners representative WILL / WILL NOT attend. You will not receive a reminder of the scheduled meeting.

**Union Township Site Plan Review Application** 2015 Revision

<u>Township use</u>	Review Comments
File # _____	_____
Fee Paid initial _____	_____
Receipt # _____	_____
Date received _____	_____
Date review completed by Zoning Administrator _____	
Place on the _____ Planning Commission Agenda	
Planning Commission Decision _____	_____

## Part 1: Management of Hazardous Substances and Polluting Materials

1. Y  N  Will the proposed facility store, use or generate hazardous substances or polluting materials (including petroleum-based products) now or in the future? If yes, please complete this form and submit with your site plan. A catalogue and map of natural resources on and near the site, including an assessment of groundwater vulnerability is required to be submitted with your plan.
2. Y  N  Will the hazardous substances or polluting materials be reused or recycled on-site??
3. Y  N  Will any hazardous substances or polluting materials be stored on-site? If yes, identify the storage location on the site plan. Describe the size and type of secondary containment structure here or on an attached page. Submit a map and/or diagram of facilities on the site related to groundwater protection, including secondary containment structures, loading/unloading areas, drinking water wells, septic systems, underground storage tanks and storm drain inlets.
4. Y  N  Will the new underground storage tanks be located less than 2000 feet from a drinking water well serving more than a single household?
5. Y  N  Are existing underground storage tanks on-site less than 200 feet from a drinking water well serving more than a single household?
- If the answer to questions 4 or 5 are yes, you may be in violation of the State of Michigan underground storage tank regulations. For specific requirements, please contact the MDEQ Underground Storage Tank Division. District Office Telephone: 989-894-6200 (Saginaw Bay District Office)
6. Y  N  Will the interior of the facility have general purpose floor drains? (general purpose floor drains should not be connected to a sanitary sewer system, stormwater drainage system, dry well or septic system). If yes, will the floor drain connect to: (circle one)
- a. on-site holding tank  
b. on-site system
- The on-site system must be approved by the MDEQ.  
Contact: MDEQ Waste Management Division.  
District Office telephone: 989-894-6200 (Saginaw Bay District Office)
7. Y  N  Will hazardous substances or polluting materials be stored, used, or handled out-of doors near storm drains which discharge to lakes, streams, or wetlands? If yes, describe the type of catch basin or spill containment facilities which will be used (use an attached sheet with diagram if appropriate).

cc: Charter Township of Union Department of Public Works

## Part II: Types and Quantities of Hazardous Substances and Polluting Materials Used, Stored or Generated On-Site

Please list the hazardous substances and polluting materials (including chemicals, hazardous materials, petroleum products, hazardous wastes and other polluting materials) which are expected to be used, stored or generated on -site. Quantities should reflect the maximum volumes on hand at any time. Attach additional pages if necessary to list all hazardous substances and polluting materials.

Common Name	CHEMICAL NAME (components)	Form	MAX QUANTITY ON HAND AT ONE TIME	TYPE OF STORAGE CONTAINERS
<p><b>KEY:</b>                      LQ = liquid                      P.LQ = pressurized liquid                      S = solids                      G = gas                      PG = pressurized gas</p> <p><b>KEY:</b>                      AGT = above ground tank                      DIM = drums                      UGT = underground tank                      Cy = cylinders                      CM = metal cylinders                      CW = wooden or composition container                      TP = portable tank</p>				



# CHARTER TOWNSHIP OF UNION

## SITE PLAN REVIEW HAZARDOUS SUBSTANCES REPORTING FORM

This form must be completed and submitted as part of the site plan for facilities which may use, store, or generate hazardous substances or polluting materials (including petroleum-based products)

Name of business: EIKENHOUT INC

Name of business owner(s): ~~BRIAN ROSENBERGER~~ Joel Gritter, Treasurer

Street and mailing address: 4269 CORPORATE DRIVE  
MT. PLEASANT, MI 48858


Telephone: 989-773-4224

Fax: 989-773-2243

Email: brosenberger@eikenhout.com

I affirm that the information submitted is accurate.

Owner(s) signature and date:

  
2/7/18

Information compiled by:

\_\_\_\_\_  
\_\_\_\_\_



# PERMIT INFORMATION

[www.michigan.gov/deqpermits](http://www.michigan.gov/deqpermits)

The Department of Environmental Quality (DEQ) has prepared a list of key questions to help identify what DEQ permits, licenses, or approvals of a permit-like nature may be needed. By contacting the appropriate offices indicated, you will help reduce the possibility that your project or activity will be delayed due to the untimely discovery of additional permitting requirements later in the construction process. While this list covers the existence of permits and approvals required from the DEQ, it is not a comprehensive list of all legal responsibilities. A useful way to learn whether other requirements will apply is to go through the Self-Environmental Assessment in the Michigan Guide to Environmental, Health, and Safety Regulations, online at: <http://www.michigan.gov/ehsguide>. Please call the Environmental Assistance Center at 800-662-9278 to talk with any of the DEQ programs noted below.

KEY QUESTIONS:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	PROGRAM, WEBPAGE AND CONTACTS:
<b>MISCELLANEOUS CONSTRUCTION</b>			
<i>Air Quality Permit to Install:</i> Will your business involve the installation or construction of any process equipment that has the potential to emit air contaminants (e.g. dry sand blasting, boilers, standby generators)?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	Air Quality Division (AQD), <u>Permit Section</u>
<i>Asbestos Notification:</i> Does the project involve renovating or demolishing all or portions of a building? Notification is required for asbestos removal and required for all demolitions even if the structure never contained asbestos.	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	AQD, <u>Asbestos Program</u>
<i>Land and Water Featured Programs (Water Resources Division) - USACE Consolidated Permits:</i> Please consult the <u>Land and Water Management Decision Tree</u> document to evaluate whether your project needs a land and water management permit (i.e., Does the project involve filling, dredging, placement of structures, draining, or use of a wetland?).	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	Water Resources Division (WRD), <u>Joint Permit Application</u>
<i>Soil Erosion and Sedimentation Control:</i> Does the project involve an earth change activity (including land balancing, demolition involving soil movement, and construction)?	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	<u>Soil Erosion and Construction Storm Water</u> , or Contact your <u>Local Agency</u>
<i>NPDES Storm Water Discharge from Construction Sites Notice of Coverage:</i> Does the project involve construction which will disturb one or more acres that come into contact with storm water that enters a storm sewer, drain, lake, stream, or other surface water?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	NPDES <u>Storm Water Permits Program</u> , or appropriate <u>DEQ District Office</u>
<i>Public Swimming Pool Construction (Spas/Hot Tubs) Permits:</i> Will your business involve the construction or modification of a public swimming pool, spa or hot tub?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	<u>Public Swimming Pool Program</u> , or appropriate <u>DEQ District Office</u>
<i>Threatened and Endangered Species:</i> Does the project involve activities that would destroy a protected species of plant or animal or disturb a protected animal species?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	Endangered Species Assessment, <u>Threatened and Endangered Species Program</u> , 517-373-1552
Does the project involve <i>construction</i> or alteration of any <i>sewage collection or treatment</i> facility?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	Appropriate <u>District Office</u> , WRD, Part 41 <u>Construction Permit Program</u>
Does the project involve construction of a facility that landfills, transfers, or processes of any type of <i>solid non-hazardous waste</i> on-site, or places <i>industrial residuals/sludge</i> into or onto the ground?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	Office of Waste Management and Radiological Protection (OWMRP), <u>Solid Waste</u> , Appropriate <u>DEQ District Office</u>
Does the project involve the construction of an on-site treatment, storage, or disposal facility for <i>hazardous waste</i> ?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	OWMRP, <u>Hazardous Waste Section</u> , <u>Treatment, Storage and Disposal</u>
<b>WATER SUPPLY (More information, see: <a href="http://www.michigan.gov/deqwater">http://www.michigan.gov/deqwater</a>, select "drinking water")</b>			
I am buying water from my community water supply (i.e. city of Detroit or Grand Rapids)	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	Contact your <u>Local Water Utility</u>
I have a private or other water supply well (Type III)	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	Contact your (District or County) <u>Local Health Department</u>
I have a Non-Community Water Supply (Type II)	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	<u>Guide</u> , Contact your (District or County) <u>Local Health Department</u>
I am a community water supply (Type I)	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	<u>Community Water Supply</u> , <u>DEQ District Office Community Water Supply Program</u>

WASTEWATER MANAGEMENT			
<i>Storm Water Discharge to Wetlands:</i> Will storm water be collected, stored, or treated in a wetland area from a public road, industrial, commercial, or multi-unit residential development?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	WRD, <u>Joint Permit Application</u>
<i>Great Lakes:</i> Does the project involve construction, filling, or dredging below the Ordinary High Water Mark of one of the Great Lakes?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	WRD, <u>Joint Permit Application</u>
<i>Inland Lakes and Streams:</i> Does the project involve any dredging, filling, placement of structures, or the operation of a marina within an inland waterbody (e.g. lake, river, stream, drain, creek, ditch, or canal), enlargement of a waterbody, or excavation of a pond within 500 feet of a waterbody?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	WRD, <u>Joint Permit Application</u>
<i>Storm Water Ponds and Discharges to Inland Lakes/Streams, or Great Lakes:</i> Will storm water from any road or any other part of the development be discharged either directly or ultimately to an inland waterbody, or one of the Great Lakes; or will a storm water pond be constructed within 500 feet of an inland waterbody?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	WRD, <u>Joint Permit Application</u>
Does the project involve placement of fill, earth moving, or placement of structures within the 100-year <i>floodplain</i> of a watercourse?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	WRD, <u>Joint Permit Application</u>
Does the project involve construction of a building or septic system in a designated Great Lakes <i>high risk erosion area</i> ?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	WRD, <u>Shoreland Management</u>
Does the project involve dredging, filling, grading, or other alteration of the soil, vegetation, or natural drainage, or placement of permanent structures in a designated <i>environmental area</i> ?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	WRD, <u>Shoreland Management</u>
Does the project propose any development, construction, silvicultural activities or contour alterations within a designated <i>critical dune area</i> ?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	WRD, <u>Sand Dune Management</u>
Does the project involve construction of a <i>dam</i> , weir or other structure to impound flow?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	WRD, <u>Dam Safety Program</u>
CONSTRUCTION PERMITS (SECTOR SPECIFIC)			
Does the project involve the construction or alteration of a water supply system or sewage disposal system for a manufactured housing project?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	Office of Drinking Water & Municipal Assistance (ODWMA)
Does the project involve a subdivision or site condominium project utilizing individual on-site subsurface disposal systems or individual wells?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	ODWMA
Does the project involve the construction or modification of a campground?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	ODWMA, <u>Campgrounds program</u>
Does the project involve the construction or modification of a public swimming pool?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	ODWMA, <u>Swimming pools program</u>
OPERATIONAL PERMITS			
<b>Renewable Operating Permit:</b> Does your facility have the potential to emit any of the following: 100 tons per year or more of any criteria pollutant; 10 tons per year or more of any hazardous air pollutant; or 25 tons per year or more of any combination of hazardous air pollutants?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	AQD, <u>Permit Section</u>
<b>NPDES:</b> Does the project involve the discharge of any type of wastewater to a storm sewer, drain, lake, stream, or other surface water?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	WRD, Appropriate <u>DEQ District Office</u> , or <u>National Pollutant Discharge Elimination (NPDES) Permit Program</u>
Does the facility have industrial activity that comes into contact with storm water that enters a storm sewer, drain, lake, stream, or other surface water?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	WRD, <u>Permits Section</u> , or appropriate <u>DEQ District Office</u>
Does the project involve the discharge of wastewaters into or onto the ground (e.g. subsurface disposal or irrigation)?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	WRD, <u>Groundwater Permits Program</u>
Does the project involve the drilling or deepening of wells for waste disposal?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	Office of Oil, Gas and Minerals (OOGM)
Does the project involve landfilling, transferring, or processing of any type of solid non-hazardous waste on-site, or placing industrial residuals/sludge into or onto the ground?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	<u>OWMRP</u> or Appropriate <u>DEQ District Office</u>

Does the project involve the on-site treatment, storage, or disposal of hazardous waste?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	OWMRP, <u>Hazardous and Liquid Waste</u>
Does the project require a site identification number (EPA number) for regulated waste activities (used oil, liquid waste, hazardous waste, universal waste, PCBs)? ( <u>Web Site</u> )	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	OWMRP, Appropriate <u>DEQ District Office</u>
Does the project involve the receipt, possession, manufacture, use, storage, transport, transfer, release, or disposal of radioactive material in any form?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	OWMRP, <u>Radioactive Material and Standards Unit</u>
Does the project involve decommissioning or decontamination of tanks, piping, and/or appurtenances that may have radioactive levels above background?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	OWMRP <u>Radioactive Material and Standards Unit</u>
Do you desire to develop a withdrawal of over 2,000,000 gallons of water per day from any source other than the Great Lakes and their connecting waterways? Or, do you desire to develop a withdrawal of over 5,000,000 gallons of water per day from the Great Lakes or their connecting waterways?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	WRD, DWEHS, <u>Source Water Protection Unit</u>
<b>CHEMICAL ADDITION PROJECTS</b>			
Are you using chemicals or materials in, or in contact with, drinking water at any point in the water works system?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	WRD, Appropriate <u>DEQ District Office, Public Water Supply Program</u>
Are you applying a chemical treatment for the purpose of aquatic nuisance control (pesticide/herbicide etc) in a water body (i.e. lake, pond or river)? (5.	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	WRD, <u>Aquatic Nuisance Control and Remedial Action Unit</u>
Are you applying materials to a water body for a water resource management project (i.e. mosquito control treatments, dye testing, or fish reclamation projects)?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	WRD, <u>Surface Water Assessment Section</u>
<b>OPERATIONAL PERMITS (SECTOR SPECIFIC)</b>			
Does the project involve the transport of some other facility's non-hazardous liquid waste?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	OWMRP, <u>Transporter Program</u>
Does the project involve the transport hazardous waste?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	OWMRP, <u>Transporter Program</u>
Does your facility have an electric generating unit that sells electricity to the grid and burns a fossil fuel?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	AQD, <u>Acid Rain Permit Program</u>
Is the project a dry cleaning establishment utilizing perchloroethylene or a flammable solvent in the cleaning process?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	DEQ, AQD, <u>Dry Cleaning Program</u>
Does your laboratory test potable water as required for compliance and monitoring purposes of the Safe Drinking Water Act?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	DEQ, <u>Laboratory Services Certifications</u>
Does the project involve the generation of medical waste or a facility that treats medical waste prior to its disposal?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	OWMRP, <u>Medical Waste Regulatory Program</u>
Does the project involve transport of septic tank, cesspool, or dry well contents or the discharge of septage or sewage sludge into or onto the ground?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	ODWMA, <u>Septage Program</u>
Do you store, haul, shred or process scrap tires?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	OWMRP, <u>Scrap Tire Program</u>
Does the project involve the operation of a public swimming pool?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	ODWMA, <u>Public Swimming Pools Program</u>
Does the project involve the operation of a campground?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	ODWMA, <u>Campgrounds</u>
Do you engage in the business of hauling bulk water for drinking or household purposes (except for your own household use)?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	ODWMA, <u>Water Hauler Information</u>
<b>PERSONAL LICENSES/CERTIFICATIONS</b>			
Are you designated by your facility to be the Certified Operator to fulfill the requirements of a wastewater discharge permit (NPDES including Storm	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	WRD, <u>Operator Training, Storm Water Program</u>

<b>Water or Groundwater)?</b>			
Are you a drinking water operator in charge of a water treatment or water distribution system, back-up operator, or shift operator?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	WRD, <u>Operator Training</u>
Are you a water-well drilling contractor, pump installer, dewatering well contractor or dewatering well pump installer?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	WRD, <u>Well Construction Unit</u>
<b>OIL, GAS AND MINERALS</b>			
Do you want to operate a central production facility (applies to oil and gas production facilities where products of diverse ownership are commingled)?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	OOGM, <u>Petroleum Geology and Production Unit</u>
Does the project involve the removal of sand from a sand dune area within two (2) miles of a Great Lakes shoreline?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	OOGM, Minerals and Mapping Unit, <u>Sand Dune Mining Program</u>
Does the project involve the diversion and control of water for the mining and processing of low-grade iron ore?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	OOGM, <u>Minerals and Mapping</u>
Does the project involve the surface or open-pit mining of metallic mineral deposits?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	OOGM, <u>Minerals and Mapping</u>
Does the project involve the mining of nonferrous mineral deposits at the surface or in underground mines?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	OOGM, <u>Minerals and Mapping</u>
Does the project involve mining coal?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	OOGM, <u>Minerals and Mapping</u>
Do you want to change the status of an oil or gas well (i.e. plug the well)?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	OOGM, <u>Permits and Bonding Unit</u>
Does the project involve drilling of oil, gas, brine disposal, secondary recovery, or hydrocarbon storage wells?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	OOGM, <u>Permits and Bonding Unit</u>
Does the project involve plugging or deepening of an oil or gas well, or conveying rights in the well as an owner to another person?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	OOGM, <u>Permits and Bonding Unit</u>
Does the project involve changing the status or plugging of a mineral well?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	OOGM, <u>Minerals and Mapping</u>
Does the project involve the drilling or deepening of wells for brine production, solution mining, storage, or as test wells?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	OOGM, <u>Minerals and Mapping</u>
Does the project involve decommissioning or decontamination of tanks, piping, and/or appurtenances that may have radioactive levels above background?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	OOWMRP, <u>Radioactive Protection Programs</u>
<b>STORAGE TANKS (CONSTRUCTION AND OPERATION)</b>			
Does the project involve the installation of an aboveground storage tank for a flammable or combustible liquid (under 200 degrees Fahrenheit)?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	Michigan Department of Licensing and Regulatory Affairs (DLARA) - <u>Storage Tank Unit, 517-335-7211</u>
Does the project involve the installation of a compressed natural gas dispensing station with storage?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	DLARA - <u>Storage Tank Unit, 517-335-7211</u>
Does the project involve the installation of a liquefied petroleum gas container filling location or storage location that has a tank with a capacity of more than 2,000 gallons or has two (2) or more tanks with an aggregate capacity of more than 4,000 gallons?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	DLARA - <u>Storage Tank Unit, 517-335-7211</u>
Does the project involve the installation, removal, or upgrade of an underground storage tank containing a petroleum product or a hazardous substance?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	DLARA - <u>Storage Tank Unit, 517-335-7211</u>
Does the project involve the installation of a hydrogen system?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	DLARA - <u>Storage Tank Unit, 517-335-7211</u>

## Union Township Site Plan Review Application 2015 Revision

### UNION TOWNSHIP CONSTRUCTION CONTACTS

**Building & Zoning Permits  
Sign Permit  
Water and Sewer review  
Site Plan Review**

Charter Township of Union  
2010 S. Lincoln Rd  
Mt. Pleasant, MI 48858

(989) 772 4600 (switchboard)  
(989) 773 1988 (FAX)

Building Official  
Randy Robinson - Ext. 227  
[rrobinson@uniontownshipmi.com](mailto:rrobinson@uniontownshipmi.com)

Zoning Administrator  
Peter Gallinat - Ext. 241  
[pgallinat@uniontownshipmi.com](mailto:pgallinat@uniontownshipmi.com)

Public Works Coordinator  
Kim Smith - Ext. 224  
[ksmith@uniontownshipmi.com](mailto:ksmith@uniontownshipmi.com)

**Road Permits**  
(submit (2) copies of site plan directly to proper authority prior to Site Plan Review)

State Highways M 20 and US 127 (portions of E. Pickard Rd, E Remus Rd, and Mission Rd)

MDOT  
1212 Corporate Drive  
Mt. Pleasant, MI 48858  
(989) 773-7756 FAX 775 6329

All other roads

Isabella County Road Commission  
2261 E. Remus Rd  
Mt. Pleasant, MI 48858  
(989) 773 7131 (FAX) 772 2371

ICTC  
2100 E Transportation Dr  
Mt. Pleasant, MI 48858  
(989)772-9441

## **Union Township Site Plan Review Application 2015 Revision**

### **Storm Water Management Plan**

Submit (2) copies of Storm Water Management Plan directly to county engineer prior to Site Plan Review  
Code - Union Township Ord. 1992-9 Storm Water Management

Isabella County Building

Resource Management  
ATTN: Bruce Rohrer PE  
200 N. Main St.  
Mt. Pleasant, MI 48858

(989) 772 0911 Ext. 231 (FAX) 773 7431

### **Plumbing, Electrical, Mechanical Permits**

Isabella County Building  
Inspections  
ATTN: (SEE FOLLOWING LIST)  
200 N. Main St.  
Mt. Pleasant, MI 48858  
(989) 772 0911 Ext. (SEE FOLLOWING) (FAX) 773 7431

Electrical Inspector  
Tim Wardwell - Ext. 230

Plumbing and Mechanical Inspector  
Doug Elias - Ext. 228

### **Fire Department Review**

Sgt. Randy Keeler  
804 E. High St.  
Mt. Pleasant, MI 48858  
(989) 779-5122 (FAX) 773 4020  
[rkeeler@mt-pleasant.org](mailto:rkeeler@mt-pleasant.org)

### **Addressing**

Isabella County Building Official (989) 772 0911, Ext 228

### **Miscellaneous**

Phone - GTE (800) 483 5600, Verizon (800) 483 4000  
Gas/Electric - Consumer Energy (800) 572 4788, MichCon (800) 477 4747 Central MI Dist. Health Dept. (989) 773 5921  
Miss Dig (800) 482 7171

## Peter Gallinat

---

**From:** Rick Collins [rcollins@ictcbus.com]  
**Sent:** Friday, February 16, 2018 9:48 AM  
**To:** Peter Gallinat; info@cms-d.com  
**Subject:** Eikenhout

I have no issues with the Eikenhout proposal.



**Rick Collins | Executive Director**  
2100 E. Transportation Dr | Mt. Pleasant, MI 48858  
Phone 989.773.6766 | Fax 989.773.1873  
[rcollins@ictcbus.com](mailto:rcollins@ictcbus.com)  
Visit our website at [ictcbus.com](http://ictcbus.com)



## Peter Gallinat

---

**From:** Pat Gaffney [PGaffney@isabellaroads.com]  
**Sent:** Friday, February 02, 2018 3:30 PM  
**To:** Shanee Thayer  
**Cc:** tbebee@cms-d.com; Peter Gallinat  
**Subject:** RE: Eikenhout Project

Tim,

The Eikenhout location is not on any roads that are under the road commission's jurisdiction.

Patrick J. Gaffney, PE  
Engineer Superintendent  
Isabella CRC  
989-773-7131 x115  
989-772-2371 fax  
[pgaffney@isabellaroads.com](mailto:pgaffney@isabellaroads.com)

---

**From:** Shanee Thayer [mailto:info@cms-d.com]  
**Sent:** Thursday, February 01, 2018 3:44 PM  
**To:** Pat Gaffney  
**Subject:** Eikenhout Project

Pat,

We are submitting a project for Eikenhout to Union Township Planning Commission. As required by the Township, please review the project and let us know if you have any comments or questions.

Thank you

Shanee Thayer  
Office Manager  
Central Michigan Surveying & Development Co.  
510 W. Pickard Rd, Suite C  
Mt. Pleasant, MI 48858  
Phone: (989) 775-0756



**Mount Pleasant Fire Department**  
**804 E. High Street**  
**Mount Pleasant, Mi 48858**

**Union Township Site Plan Review**

Friday February 9, 2018

Eikenhout, Inc.

4269 Corporate DR  
Mt. Pleasant, MI 48858

A Site Plan Review was conducted on Friday February 9, 2018 and revealed the following requirements listed below.

ORDER TO COMPLY: Since these conditions are contrary to code, you must correct them upon receipt of this notice. Please provide our department the documentation that verifies compliance with the code.

This list shall not be considered all-inclusive, as other requirements may be necessary, additional requirements are located in Chapter 5 and appendixes B, C, and D of the 2012 Edition of the International Fire Code.

If you have any questions regarding this matter, please feel free to contact me at (989) 779-5122.

---

**Violation Code**

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1 PROPERTY Identification

Eikenhout Inc  
4269 Corporate Dr.

Project Scope: Proposed steel cold storage building with approximately 8,160 square feet.

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ACCESS AND WATER Road and Water Supply

When fire apparatus access roads or water supply for fire protection is required to be installed, such protection shall be installed and made serviceable prior to and during the time of construction except when approved alternative methods of protection are provided. Temporary street signs shall be installed at each street intersection when construction of new roadways allows passage by vehicles in accordance with Section 505.2 of the 2012 Edition of the International Fire Code.

---

ACCESS ROAD 150 FT Buildings within 150ft of Access Road

All portions of a building are required to be within 150 feet of an approved Fire Department access road, in accordance with Chapter 5, Section 503.1.1 of the 2012 Edition of the International Fire Code.

Site plan meets requirements.

---

## Union Township Site Plan Review

### ACCESS ROAD LOAD Designed and Maintained to Support the

All fire apparatus access roads shall be designed and maintained to support the imposed loads of fire apparatus and shall be surfaced so as to provide all-weather driving capabilities in accordance with Chapter 5, Sections 503.2.3 and 503.4 of the 2012 Edition of the International Fire Code.

---

### BUILDING IDENTIFICATION Buildings Shall Have Address

Provide address identification numbers in accordance with Chapter 5, Sections 505.1 of the 2012 Edition of the International Fire Code or applicable to the City of Mt. Pleasant code of ordinances 150.01 Land Usage.

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### DUMPSTERS Dumpster Locations

Dumpster's and containers with an individual capacity of 1.5 cubic yards or more shall not be stored in buildings or placed within 5 feet of combustible walls, openings or combustible roof eave lines in accordance with Chapter 3, Section 304, and 304.3.3 of the 2012 Edition of the International Fire Code.

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### FDC HORN STROBE Horn Strobe Above FDC

Provide a horn strobe above the Fire Department Connection. Fire Prevention Ordinance 93.12(A)

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### FDC LOCATION FDC Location and Distance

Fire Department connections shall be located on the street side of buildings, fully visible and recognizable from the street or nearest point of fire department vehicle access or as other wise approved by the fire chief. The fire department connection shall be located within 150 feet of a fire hydrant , in accordance with Chapter 9, Section 912.2.1 of the 2012 Edition of the International Fire Code and the Fire Prevention Ordinance 93.12 Provide a 5" Storz Fire Department Connection with a 30 degree downturn.

FDC to be located on the south east side of the building near the south entrance and facing street side.

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### FDC MAINTENANCE FDC Maintained and Unobstructed

Immediate access to fire department connections shall be maintained at all times and without obstruction by fences, bushes, trees, walls or any other fixed or moveable object. Access to fire department connections shall be approved by the fire chief as in accordance with Chapter 9, Section 912.3 of the 2012 Edition of the International Fire Code.

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### HYDRANT DISTANCE Hydrant maximum distance from buildings

Where a portion of the facility or building hereafter constructed or moved into or within the jurisdiction is more than 400 feet (122 m) from a hydrant on a fire apparatus access road, as measured by an approved route around the exterior of the facility or building, on-site fire hydrants and mains shall be provided where required by the fire code official. Exceptions: 1. For Group R-3 and Group U occupancies, the distance requirement shall be 600 feet (183 m). 2. For

## Union Township Site Plan Review

buildings equipped throughout with an approved automatic sprinkler system installed in accordance with Section 903.3.1.1 or 903.3.1.2, the distance requirement shall be 600 feet (183 m).

Site plan meets requirements.

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### KNOX BOX Knox Box Requirements and Location

Provide a Knox Key entry device and install it in approved location by the Fire Code Official, as in accordance with Chapter 5, Section 506.1, 506.1.1 and 506.2 of the 2012 Edition of the International Fire Code. (Go to [Knoxbox.com](http://Knoxbox.com) and search by fire department or zip code - select "Mt. Pleasant Fire Department" and place order for the type of Knox box desired.)

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### WATER SUPPLY (GPM) Capable of Supplying the Required Fire

Provide fire hydrants capable of supplying the required fire flow in accordance with Chapter 5, Section 507 of the 2012 Edition of the International Fire Code. The number and spacing of fire hydrants is based on the construction type and square footage of the building in accordance with Appendix B and C and tables B105.1 and C105.1 of the 2012 Edition of the International Fire Code. (Contact Fire Department to verify locations.)

Required fire flow 2000gpm, 50% reduction for sprinkled building. 1000gpm. Site plan meets required fire flow.

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Keeler, Randy  
Lieutenant  
Mount Pleasant Fire Department

# PROPOSED EXPANSION OF OUTSIDE AND INSIDE STORAGE EIKENHOUT INC.

**CMS & D**  
SURVEYING / ENGINEERING  
510 W. PICKARD STREET - SUITE C  
MT. PLEASANT, MICHIGAN 48858  
PHONE: (989) 775-5012  
FAX: (989) 775-5012  
EMAIL: info@cms-d.com



**COVER SHEET**  
EIKENHOUT INC.  
4269 CORPORATE DRIVE  
SOUTHWEST 1/4 OF SECTION 11, T14N-R4W,  
UNION TOWNSHIP, ISABELLA COUNTY, MICHIGAN



**LOCATION SKETCH**  
NOT TO SCALE

B-4 ZONE (LIGHT INDUSTRIAL)	
MINIMUM FRONT YARD SETBACK	50 FT (A)
MINIMUM SIDE YARD SETBACK	20 FT (B)
MINIMUM REAR YARD SETBACK	25 FT (B)
MAXIMUM BUILDING HEIGHT	35 FT
MINIMUM LOT AREA	12,000 SFT
MINIMUM LOT WIDTH	80 FT
MINIMUM LOT COVERAGE (%)	30%

I-1 ZONE (LIGHT INDUSTRIAL)	
MINIMUM FRONT YARD SETBACK	75 FT (A)
MINIMUM SIDE YARD SETBACK	30 FT (C)
MINIMUM REAR YARD SETBACK	50 FT (C)
MAXIMUM BUILDING HEIGHT	35 FT
MINIMUM LOT AREA	43,560 SFT
MINIMUM LOT WIDTH	100 FT
MINIMUM LOT COVERAGE (%)	40%

A. OFF-STREET PARKING SHALL BE PERMITTED TO OCCUPY A PORTION OF THE REQUIRED FRONT YARD, PROVIDED THAT THERE SHALL BE MAINTAINED A MINIMUM UNOBSTRUCTED AND LANDSCAPED SETBACK OF TEN (10) FEET BETWEEN THE NEAREST POINT OF THE OFF STREET PARKING AREAS, EXCLUSIVE OF ACCESS DRIVEWAYS AND THE NEAREST RIGHT-OF-WAY LINE AS INDICATED ON THE MAJOR THOROUGHFARE PLAN.

B. A LOT IN THE B-4 AND B-5 DISTRICT WILL PROVIDE A SIDE AND REAR YARD OF AT LEAST FORTY (40) FEET WHEN ABUTTING A RESIDENTIAL DISTRICT.

C. A LOT IN THE I-1 OR I-2 DISTRICT WILL PROVIDE A SIDE AND REAR YARD OF AT LEAST SIXTY (60) FEET IN DEPTH WHEN ABUTTING A RESIDENTIAL USE OR DISTRICT.

**MISS DIG:**  
FOR PROTECTION OF UNDERGROUND UTILITIES, THE CONTRACTOR SHALL CALL "MISS DIG" 1-800-482-7171 A MINIMUM OF 3 WORKING DAYS PRIOR TO ANY EXCAVATION. ALL "MISS DIG" PARTICIPATING MEMBERS WILL BE APPROPRIATELY NOTIFIED. THIS DOES NOT RELIEVE THE CONTRACTOR OF THE RESPONSIBILITY OF NOTIFYING UTILITY OWNERS WHO MAY NOT BE A PART OF THE "MISS DIG" ALERT SYSTEM.

**UTILITY NOTE:**  
THE UTILITY LOCATIONS AS HEREON SHOWN ARE BASED ON FIELD OBSERVATIONS AND A CAREFUL REVIEW OF MUNICIPAL AND UTILITY COMPANY RECORDS. HOWEVER, IT IS NOT POSSIBLE TO DETERMINE THE PRECISE LOCATION AND DEPTH OF UNDERGROUND UTILITIES WITHOUT EXCAVATION. THEREFORE, WE CANNOT GUARANTEE THE ACCURACY OR COMPLETENESS OF THE BURIED UTILITY INFORMATION HEREON SHOWN. THE CONTRACTOR SHALL CALL "MISS DIG" (1-800-482-7171) PRIOR TO ANY EXCAVATION. THE CONTRACTOR IS RESPONSIBLE FOR VERIFYING THESE UTILITY LOCATIONS PRIOR TO CONSTRUCTION AND SHALL MAKE EVERY EFFORT TO PROTECT AND OR RELOCATE THEM AS REQUIRED. THE CONTRACTOR SHALL NOTIFY THE ENGINEER/SURVEYOR AS SOON AS POSSIBLE IN THE EVENT A DISCREPANCY IS FOUND. UNDERGROUND SERVICE LEADS FOR GAS, ELECTRIC, TELEPHONE AND CABLE MAY BE ACROSS PROPERTY, NO INFORMATION AVAILABLE PLEASE CALL MISS DIG.

**SHEET INDEX**

SHEET 1.....COVER SHEET
SHEET 2.....TOPOGRAPHIC SURVEY
SHEET 3.....SITE & HORIZONTAL PLAN
SHEET 4.....GRADING, DRAINAGE & SOIL EROSION PLAN
SHEET 5.....CONSTRUCTION DETAILS #1

**FLOOD PLAIN NOTE:**  
THIS PROPERTY IS LOCATED IN ZONE X WHICH ARE AREAS DETERMINED TO BE OUTSIDE 500 YEAR FLOOD-PLAIN AS INDICATED BY FIRM MAP PANEL 26073C0307D EFFECTIVE DATE FEBRUARY 5, 2014

**BENCHMARK:**  
**BENCHMARK #1**  
NAIL IN POWER POLE  
ELEV. = 101.09  
**BENCHMARK #2**  
NAIL IN POWER POLE  
ELEV. = 100.00

**DEVELOPER:** EIKENHOUT, INC.  
4269 CORPORATE DRIVE  
MT. PLEASANT, MI 48858  
PHONE: (989) 773-4224  
FAX: (989) 773-2243  
Brian Rosenberger  
e-mail: brosenberger@eikenhout.com

**CONSULTANT:** CENTRAL MICHIGAN SURVEYING & DEVELOPMENT CO., INC.  
510 WEST PICKARD STREET, SUIT C  
MT. PLEASANT, MICHIGAN 48858  
CONTACT PERSON: TIMOTHY E BEBEE  
PHONE: (989) 775-0756  
FAX: (989) 775-5012  
e-mail info@cms-d.com

**CHARTER COMMUNICATIONS**  
915 E. BROOMFIELD ROAD  
MT. PLEASANT, MI 48858  
(989) 621-4932  
RANDY BUNKER  
rbunker@chartercom.com

**CONSUMERS ENERGY**  
1325 WRIGHT AVENUE  
ALMA, MI 48801  
(989) 466-4282  
KIM STUDD  
kimberly.studd@cmsenergy.com

**FRONTIER**  
345 PINE STREET  
ALMA, MI 48801  
(989) 463-0392  
MARK A. MARSHALL  
Mark.Marshall@fr.com

**DTE ENERGY**  
4420 44TH ST., S.E., SUITE B  
KENTWOOD, MI 49512  
(616) 954-4623  
MARY JO MCKERSIE  
mckersiem@dteenergy.com

**MT. PLEASANT FIRE DEPARTMENT**  
804 EAST HIGH STREET  
MT. PLEASANT, MI 48858  
(989) 779-5100 EXT 5122  
SGT. RANDY KEELER  
rkeeler@mt-pleasant.org

**CHARTER TOWNSHIP OF UNION**  
PUBLIC WATER/PUBLIC SEWER  
2010 N. LINCOLN ROAD  
MT. PLEASANT, MI 48858  
(989) 772-4600 EXT 24  
KIM SMITH  
ksmith@uniontownshipmi.com

**CHARTER TOWNSHIP OF UNION**  
PLANNING & ZONING  
2261 EAST REMUS ROAD  
MT. PLEASANT, MI 48858  
(989) 772-4600 EXT 241  
PETER GALLINAT  
pgallinat@uniontownshipmi.com

**DRAIN COMMISSIONERS OFFICE**  
ISABELLA COUNTY BUILDING  
200 NORTH MAIN STREET ROOM 140  
MT. PLEASANT, MI 48857  
(989) 772-0911  
ROBERT WILLOUGHBY  
drain@isabellacounty.org

**ISABELLA COUNTY ROAD COMMISSION**  
2261 EAST REMUS ROAD  
MT. PLEASANT, MI 48858  
(989) 773-7131 EXT 115  
PATRICK GAFFNEY  
P.Gaffney@isabellaroads.com

**LEGEND**  
SYMBOLS

○ BOLLARD	⊠ GAS RISER	⊙ SOIL BORING
⊠ CATCH BASIN (CURB INLET)	— GUY ANCHOR	⊙ STORM SEWER MANHOLE
⊙ CATCH BASIN (ROUND)	⊠ HYDRANT - EXISTING	⊠ TELEPHONE RISER
⊠ CATCH BASIN (SQUARE)	⊠ HYDRANT - PROPOSED	● TREE - CONIFEROUS
○ CLEAN OUT	⊠ LIGHT POLE	● TREE - DECIDUOUS
→ DRAINAGE FLOW	⊠ GAS MARKER	○ UTILITY POLE
⊠ ELECTRICAL BOX	⊠ FIBER OPTIC CABLE	— WATER MAIN VALVE
● FOUND CONC. MONUMENT	⊠ SANITARY SEWER MANHOLE	— WATER SHUT-OFF
○ FOUND IRON	● SET IRON	⊙ WATER WELL
⊠ GAS MAIN VALVE	— SIGN	⊠ TRAFFIC LIGHT POLE

LINES		HATCH PATTERNS	
— ELEC.	BURIED ELECTRICAL CABLE	▨	ASPHALT - EXISTING
— PHONE	BURIED TELEPHONE CABLE	▨	ASPHALT - PROPOSED
— DITCH-CL	CENTERLINE OF DITCH	▨	CONCRETE
— FM	FORCE MAIN	▨	GRAVEL
— GAS	GAS MAIN	▨	LANDSCAPING
— RD-CL	ROAD CENTERLINE	▨	RIP-RAP
— 8" SAN	SANITARY SEWER		
— 12" SS	STORM SEWER		
— EX-TOS	TOE OF SLOPE		
— EX-TOB	TOP OF BANK		
— OHE	UTILITIES - OVERHEAD		
— UTIL	UTILITIES - UNDERGROUND		
— 8" WM	WATER MAIN		

**DESCRIPTION PROVIDED:**

14-011-30-004-03  
T14N-R4W, SECTION 11, UNION TOWNSHIP, ISABELLA COUNTY, MICHIGAN, COMMENCING N.87°-10'-57"W., 159 FEET ALONG EAST-WEST 1/4 LINE; THENCE S.00°-31'-10"W., 1314.08 FEET ALONG THE CENTERLINE OF PICKARD ROAD; THENCE N.87°-54'-00"W., 424.41 FEET ALONG THE SOUTH 1/8 LINE FROM THE INTERIOR 1/4 CORNER OF SECTION 11; THENCE N.87°-54'-00"W., 185.98 FEET; THENCE N.00°-42'-00"E., 535.26 FEET TO CENTERLINE OF CORPORATE WAY; THENCE S.87°-52'-16"E., 199.06 FEET TO CENTERLINE OF PARK PLACE DRIVE; THENCE S.02°-06'-00"W., 535 FEET ALONG THE CENTERLINE OF PARK PLACE TO P.O.B., EXCEPT I.C.R.C. R.O.W.

AND

14-011-30-001-03  
T14N-R4W, SECTION 11, UNION TOWNSHIP, ISABELLA COUNTY, MICHIGAN, PART OF THE NORTHEAST 1/4 OF THE SOUTHWEST 1/4, BEGINNING AT A POINT S.00°-51'-27"W., 1345.62 FEET ALONG THE WEST SECTION LINE; THENCE S.87°-54'-00"E., 1598.17 FEET ALONG THE SOUTH EAST-WEST 1/8 LINE; THENCE N.00°-42'-00"E., 33.01 FEET FROM THE WEST 1/4 CORNER OF SECTION 11; THENCE S.87°-54'-00"E., 280 FEET; THENCE N.00°-42'-00"E., 208.71 FEET; THENCE N.87°-54'-00"W., 280.00 FEET; THENCE S.00°-42'-00"W., 208.71 FEET TO P.O.B.

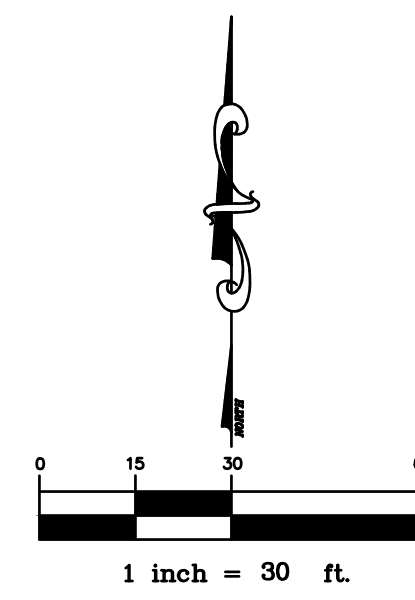
REVISIONS:  
 SUBMITTALS:  
 SUBMITTAL TO UNION TWP SITE PLAN 2-6-18  
 JOB NUMBER: 1801-001  
 DRAWN BY: USE  
 DESIGNED BY: TELB  
 CHECKED BY: TELB  
 SCALE: N/A  
 SHEET NUMBER: 1 of 5

WEST 1/4 COR.,  
SEC. 11, T14N-R4W

INTERIOR 1/4 COR.,  
SEC. 11, T14N-R4W  
N87-10'-57"W 159.00' (R)  
N87-10'-08"W 157.66' (M)  
E-W 1/4 LINE

STRUCTURES TABLE	
EX. CB#1	RIM 100.20 INV. 12" RCP N 95.09 INV. 18" RCP E 93.09 INV. 12" RCP S 95.19 INV. 18" RCP W 93.09
EX. CB#1A	RIM 99.94 INV. 12" RCP S 95.74
EX. CB#1B	RIM 99.83 INV. 12" RCP N 95.87
EX. CB#2	RIM 99.55 INV. 12" RCP N 94.90 INV. 18" RCP E 93.50 INV. 12" RCP S 94.98 INV. 18" RCP W 93.51
EX. CB#2A	RIM 99.09 INV. 12" RCP S 95.23 PROP. INV. 8" N-12 95.50
EX. CB#2B	RIM 99.15 INV. 12" RCP N 95.44
EX. CB#3	RIM 97.78 INV. 4" PVC S 96.85
EX. CB#4	2" DIA CONC CASTING 2850 E.J.I.W. TYPE M-2 RIM RIM 99.04 INV. 12" CONC. SE 96.94 INV. 6" TILE NW 96.99
EX. STAND PIPE#1	8" STAND PIPE NO GRATE RIM 96.64 INV. 95.36

S00-51'-27"W 1345.62'  
WEST SECTION LINE



14-011-30-001-01  
TRIPLE THREAT INC  
4265 CORPORATE DR  
MT PLEASANT, MI 48858  
ZONED I-1

17-000-15-385-00  
STATE OF MICHIGAN (MDOT)  
P O BOX 30050  
LANSING, MI 48909  
ZONED I-1

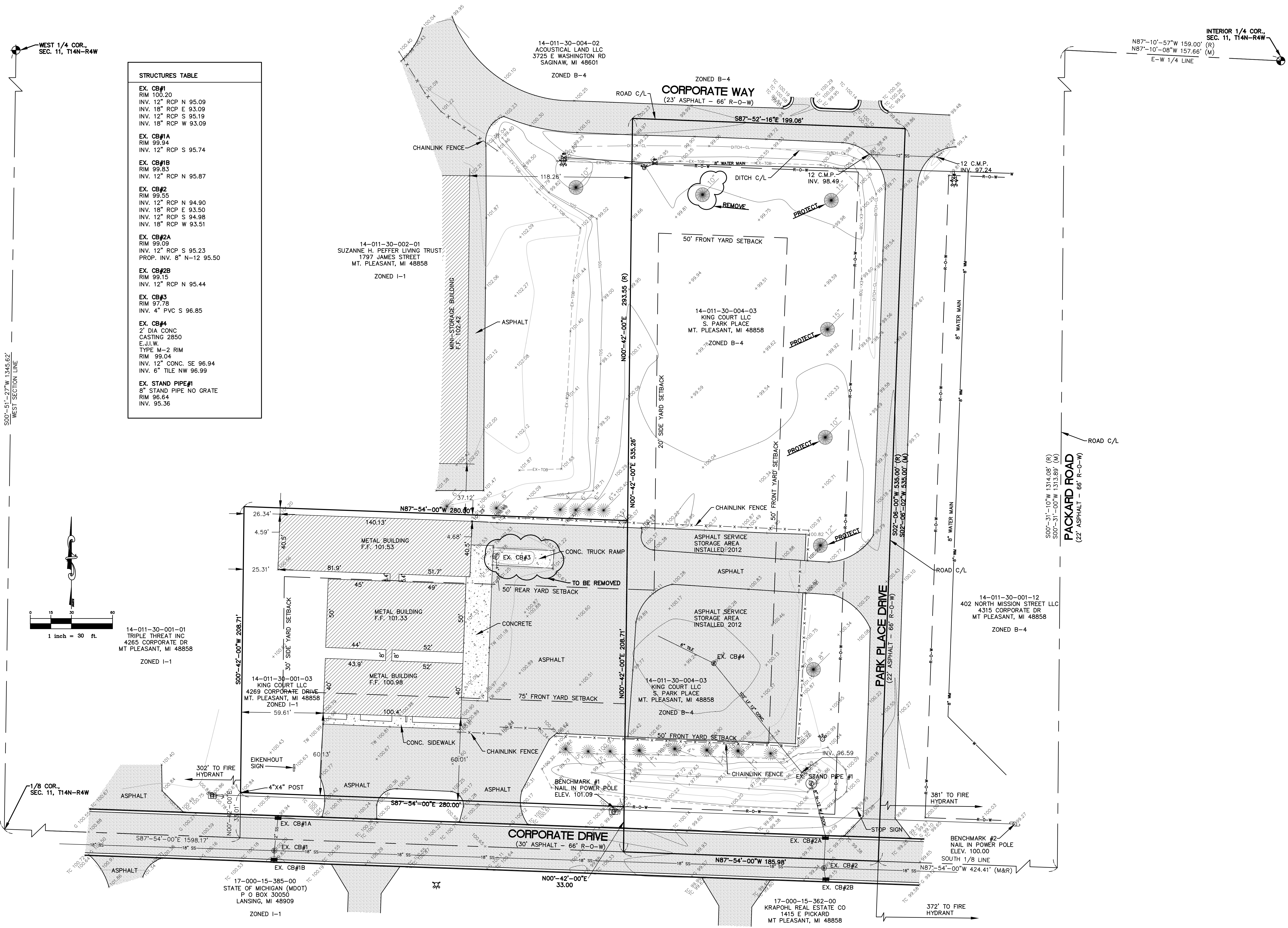
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ACOUSTICAL LAND LLC  
3725 E WASHINGTON RD  
SAGINAW, MI 48601  
ZONED B-4

14-011-30-002-01  
SUZANNE H. PEPPER LIVING TRUST  
1797 JAMES STREET  
MT. PLEASANT, MI 48858  
ZONED I-1

14-011-30-004-03  
KING COURT LLC  
S. PARK PLACE  
MT. PLEASANT, MI 48858  
ZONED B-4

14-011-30-001-12  
402 NORTH MISSION STREET LLC  
4315 CORPORATE DR  
MT PLEASANT, MI 48858  
ZONED B-4

17-000-15-362-00  
KRAPOHL REAL ESTATE CO  
1415 E PICKARD  
MT PLEASANT, MI 48858



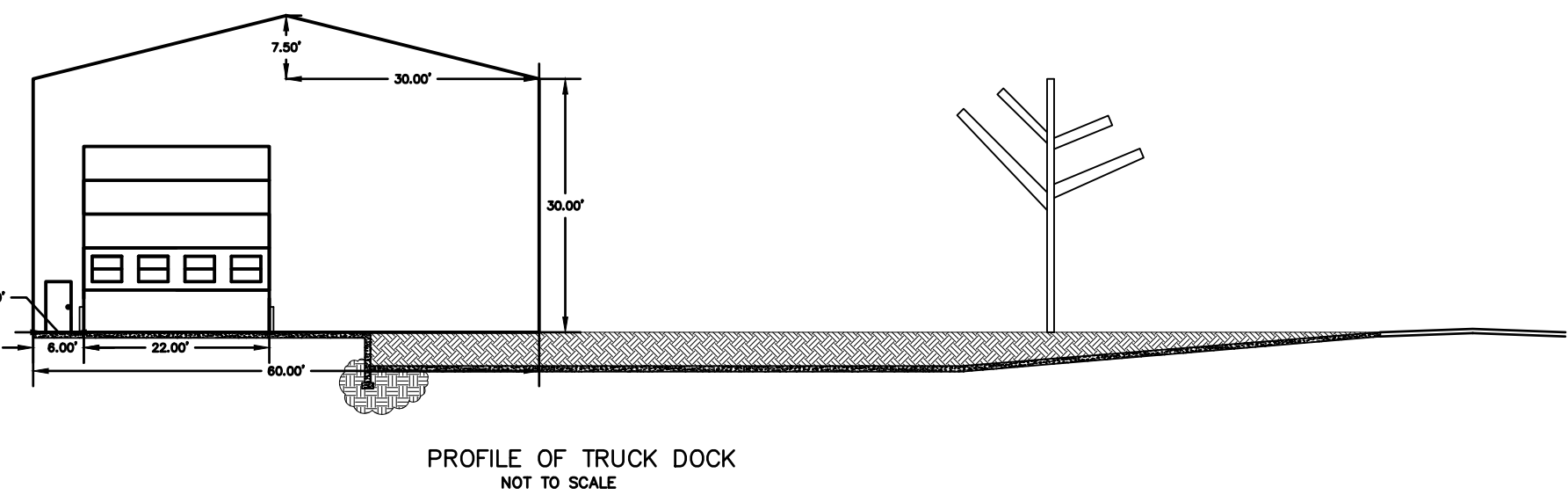
**CMS & D**  
SURVEYING / ENGINEERING  
510 W. PICKARD STREET SUITE C  
MT. PLEASANT, MI 48858  
PHONE: (989) 775-0756  
FAX: (989) 775-5012  
EMAIL: info@cms-d.com

**TOPOGRAPHIC SURVEY**  
EIKENHOUT INC.  
4269 CORPORATE DRIVE  
SOUTHWEST 1/4 OF SECTION 11, T14N-R4W,  
UNION TOWNSHIP, ISABELLA COUNTY, MICHIGAN

SCALE	1" = 30'
SHEET NUMBER	2 OF 5
JOB NUMBER:	1801-001
DRAWN BY:	JSE
DESIGNED BY:	TEL
CHECKED BY:	TEL
SUBMITTALS:	SUBMITTAL TO UNION TWP SITE PLAN 2-6-18
REVISIONS:	

WEST 1/4 COR.,  
SEC. 11, T14N-R4W

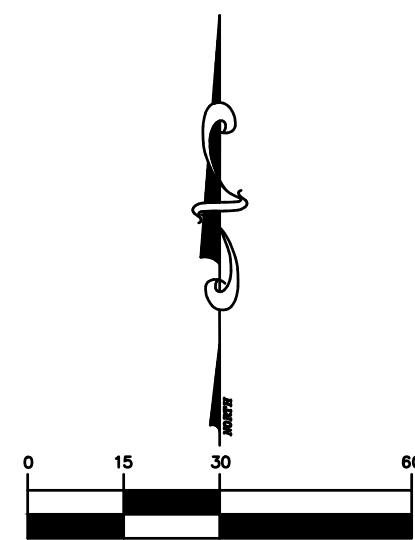
INTERIOR 1/4 COR.,  
SEC. 11, T14N-R4W  
N87°-10'-57"W 159.00' (R)  
N87°-10'-08"W 157.66' (M)  
E-W 1/4 LINE



PROFILE OF TRUCK DOCK  
NOT TO SCALE

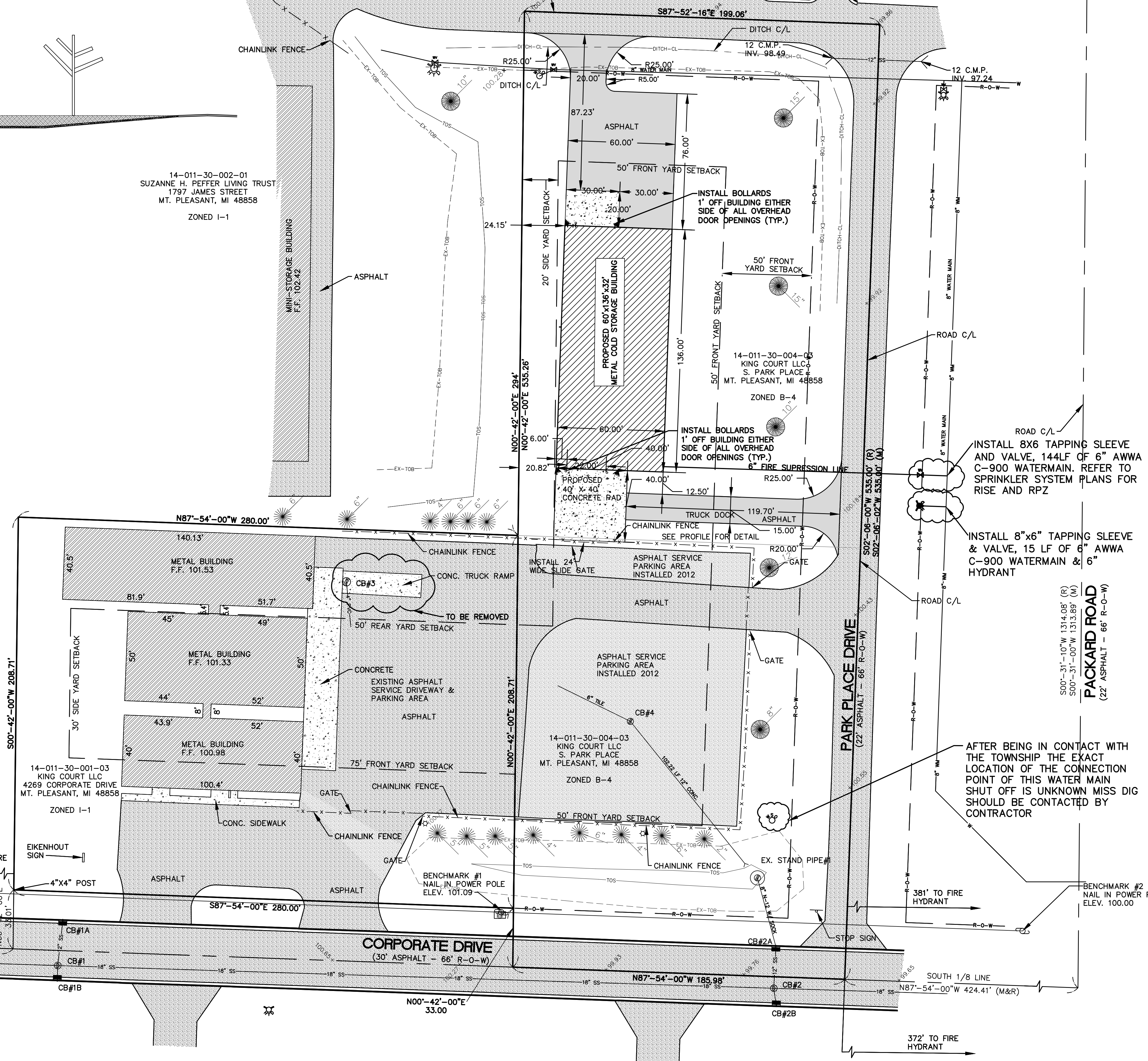
14-011-30-002-01  
SUZANNE H. PEPPER LIVING TRUST  
1797 JAMES STREET  
MT. PLEASANT, MI 48858  
ZONED I-1

500'-51'-27"W 1345.62'  
WEST SECTION LINE



← = FLOOD LIGHT

ZONED B-4  
CORPORATE WAY  
(23' ASPHALT - 66' R-O-W)



**CMS & D**  
SURVEYING / ENGINEERING  
510 W. PICKARD STREET - SUITE C  
MT. PLEASANT, MICHIGAN 48858  
PHONE: (989) 775-0756  
FAX: (989) 775-5012  
EMAIL: info@cms-d.com



**SITE & HORIZONTAL PLAN**  
EIKENHOUT INC.  
4269 CORPORATE DRIVE  
SOUTHWEST 1/4 OF SECTION 11, T14N-R4W,  
UNION TOWNSHIP, ISABELLA COUNTY, MICHIGAN

REVISIONS:

SUBMITTALS:  
SUBMITTAL TO UNION TWP SITE PLAN 2-6-18

JOB NUMBER:  
1801-001

SCALE:  
1" = 30'

DRAWN BY:  
JSE

SHEET NUMBER:  
3 OF 5

DESIGNED BY:  
TELB

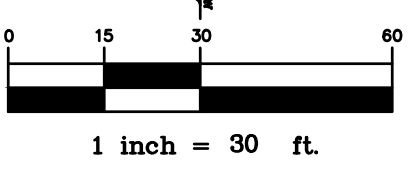
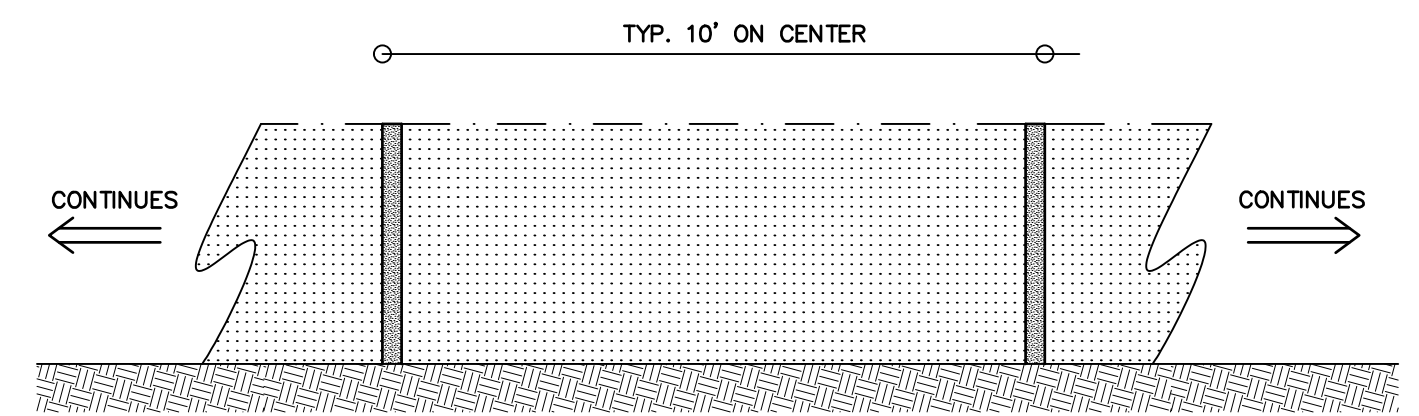
CHECKED BY:  
TELB

WEST 1/4 COR., SEC. 11, T14N-R4W

**MICHIGAN UNIFIED KEYING SYSTEM  
SOIL EROSION & SEDIMENTATION CONTROL MEASURES**

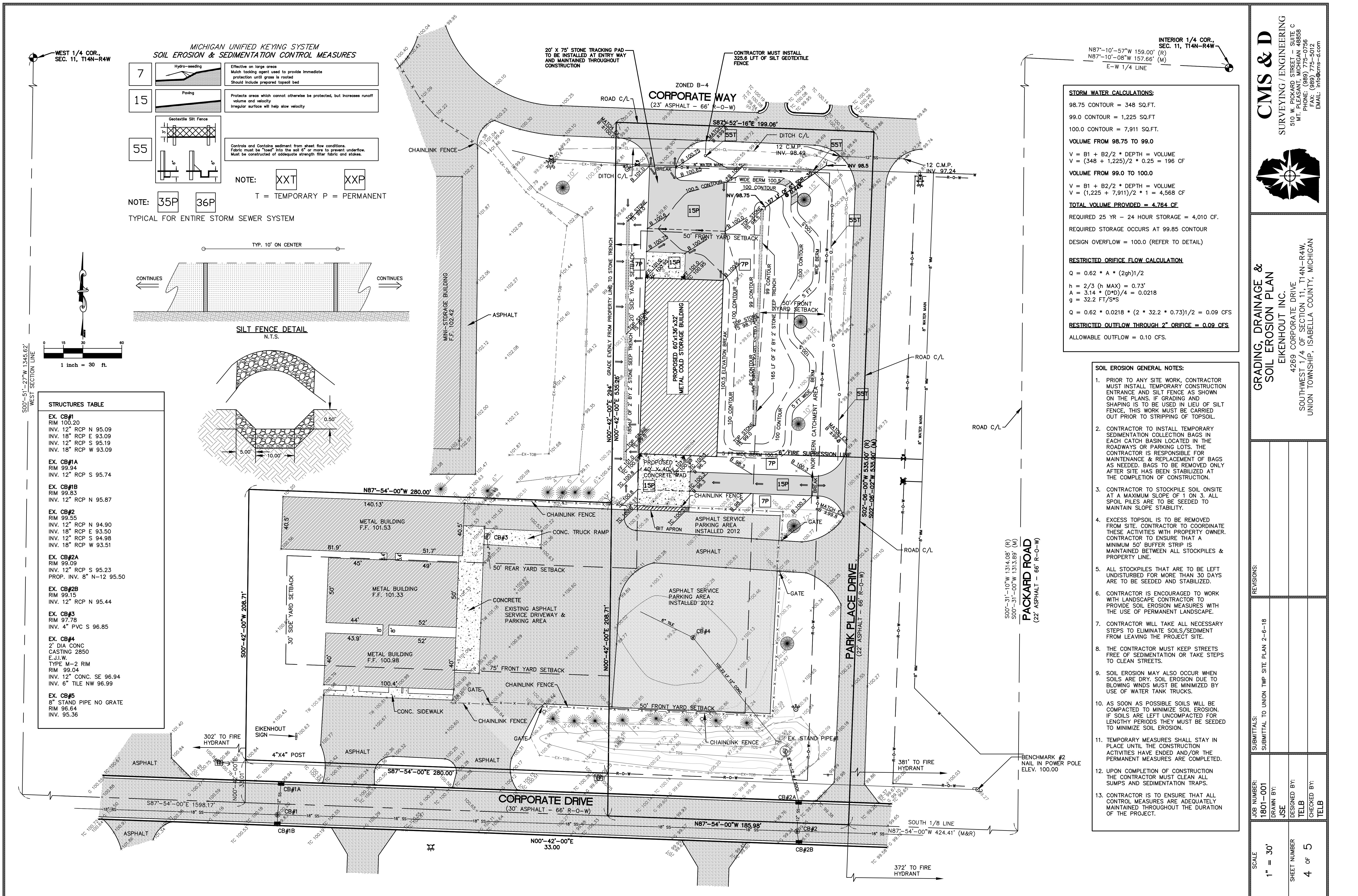
- 7 Hydro-seeding  
Effective on large areas. Match tracking agent used to provide immediate protection until grass is rooted. Should include prepared topsoil bed.
- 15 Paving  
Protects areas which cannot otherwise be protected, but increases runoff volume and velocity. Irregular surface will help slow velocity.
- 55 Geotextile Silt Fence  
Controls and contains sediment from sheet flow conditions. Fabric must be "taped" into the soil 6" or more to prevent underflow. Must be constructed of adequate strength filter fabric and stakes.

NOTE: **35P** **36P** T = TEMPORARY P = PERMANENT  
TYPICAL FOR ENTIRE STORM SEWER SYSTEM



**STRUCTURES TABLE**

<b>EX. CB#1</b>	RIM 100.20 INV. 12" RCP N 95.09 INV. 18" RCP E 93.09 INV. 12" RCP S 95.19 INV. 18" RCP W 93.09
<b>EX. CB#1A</b>	RIM 99.94 INV. 12" RCP S 95.74
<b>EX. CB#1B</b>	RIM 99.83 INV. 12" RCP N 95.87
<b>EX. CB#2</b>	RIM 99.55 INV. 12" RCP N 94.90 INV. 18" RCP E 93.50 INV. 12" RCP S 94.98 INV. 18" RCP W 93.51
<b>EX. CB#2A</b>	RIM 99.09 INV. 12" RCP S 95.23 PROP. INV. 8" N-12 95.50
<b>EX. CB#2B</b>	RIM 99.15 INV. 12" RCP N 95.44
<b>EX. CB#3</b>	RIM 97.78 INV. 4" PVC S 96.85
<b>EX. CB#4</b>	2" DIA CONC CASTING 2850 E.J.I.W. TYPE M-2 RIM RIM 99.04 INV. 12" CONC. SE 96.94 INV. 6" TILE NW 96.99
<b>EX. CB#5</b>	8" STAND PIPE NO GRATE RIM 96.64 INV. 95.36



**CMS & D**  
SURVEYING / ENGINEERING  
510 W. PICKARD STREET - SUITE C  
MUSKOGEE, ALABAMA 36506  
PHONE: (889) 776-0756  
FAX: (889) 776-5012  
EMAIL: info@cms-d.com



**GRADING, DRAINAGE & SOIL EROSION PLAN**  
EIKENHOUT INC.  
4269 CORPORATE DRIVE  
SOUTHWEST 1/4 OF SECTION 11, T14N-R4W,  
UNION TOWNSHIP, ISABELLA COUNTY, MICHIGAN

REVISIONS:

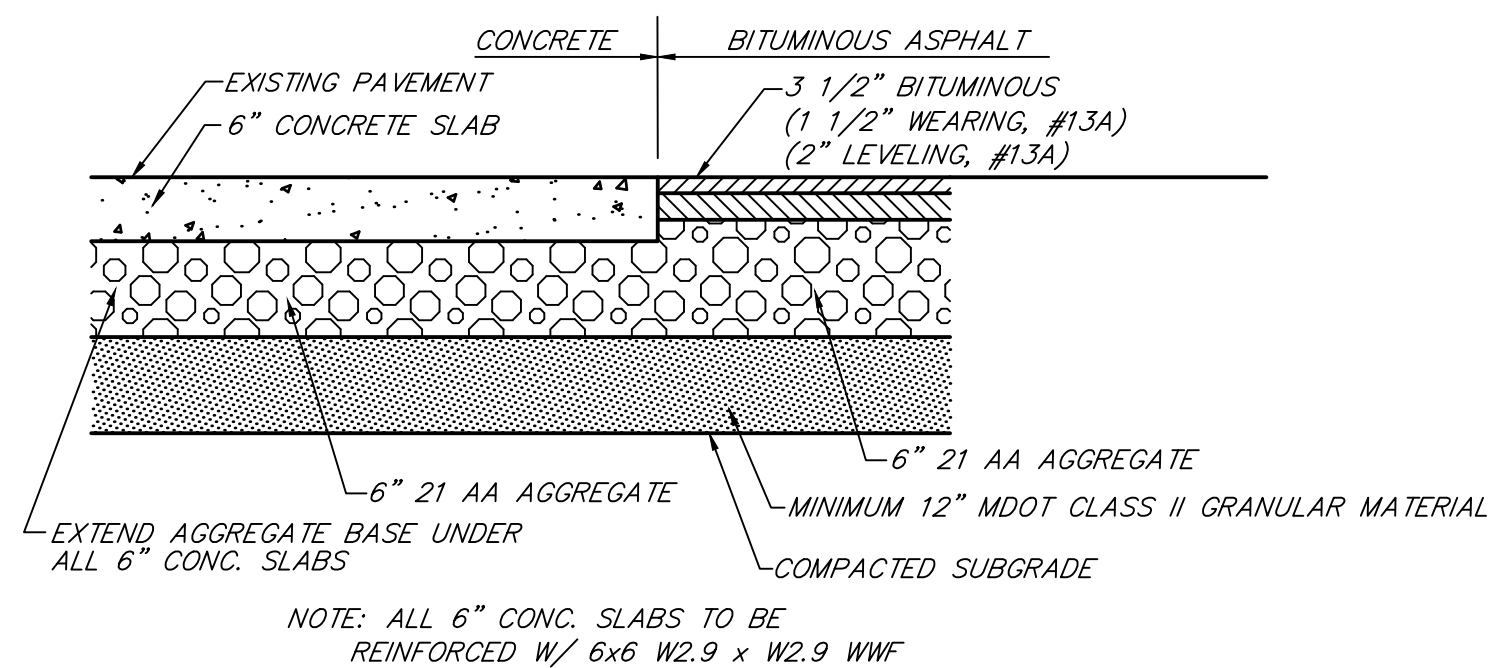
SUBMITTALS TO UNION TWP SITE PLAN 2-6-18

JOB NUMBER:	1801-001
DRAWN BY:	USE
DESIGNED BY:	TELB
CHECKED BY:	TELB

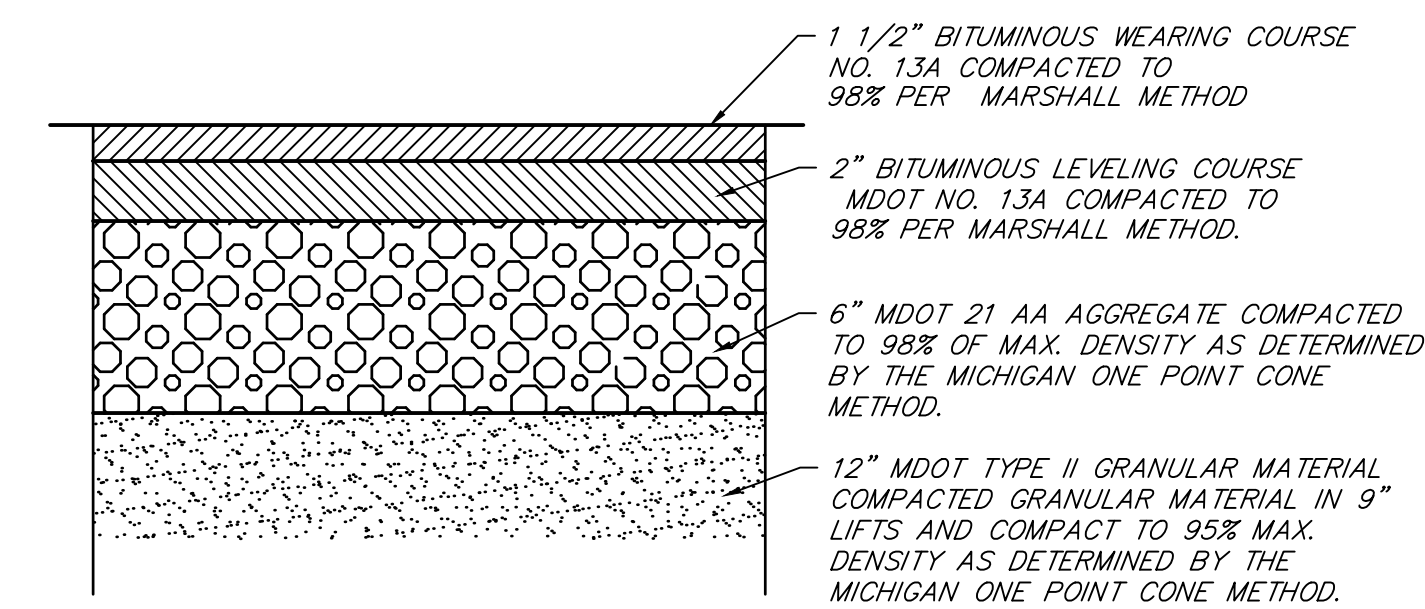
SCALE: 1" = 30'

SHEET NUMBER: 4 OF 5



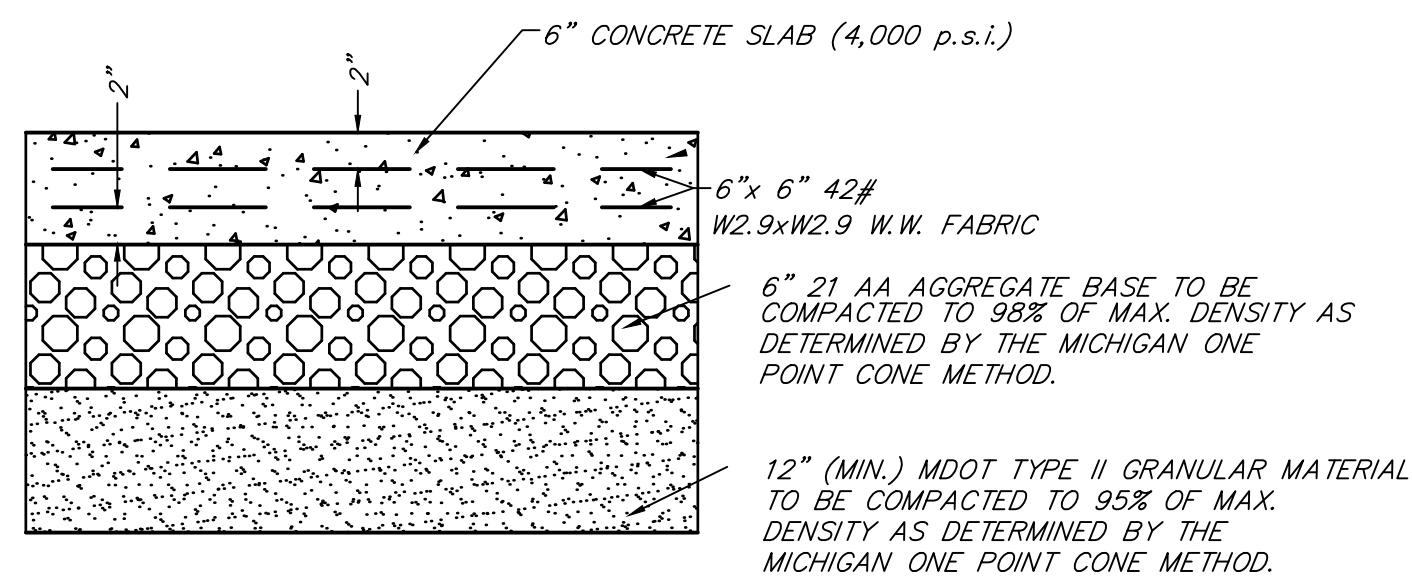


TYPICAL 6" CONCRETE SLAB CROSS-SECTION  
NOT TO SCALE

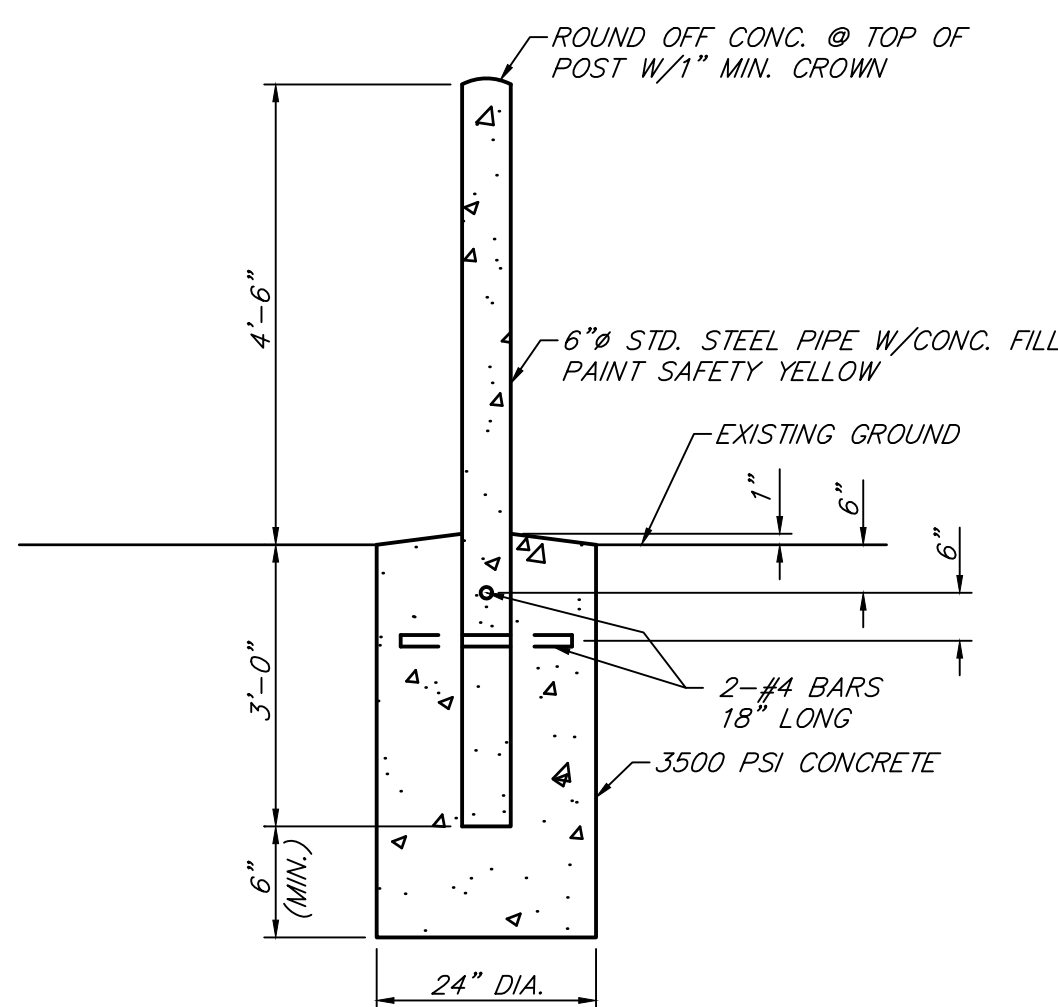


NOTE: COMPACTION TESTS ARE REQUIRED. RESULTS SHALL BE SUBMITTED TO OWNER PRIOR TO FINAL ACCEPTANCE OF SUB-BASE, BASE AND ASPHALT MATERIALS.

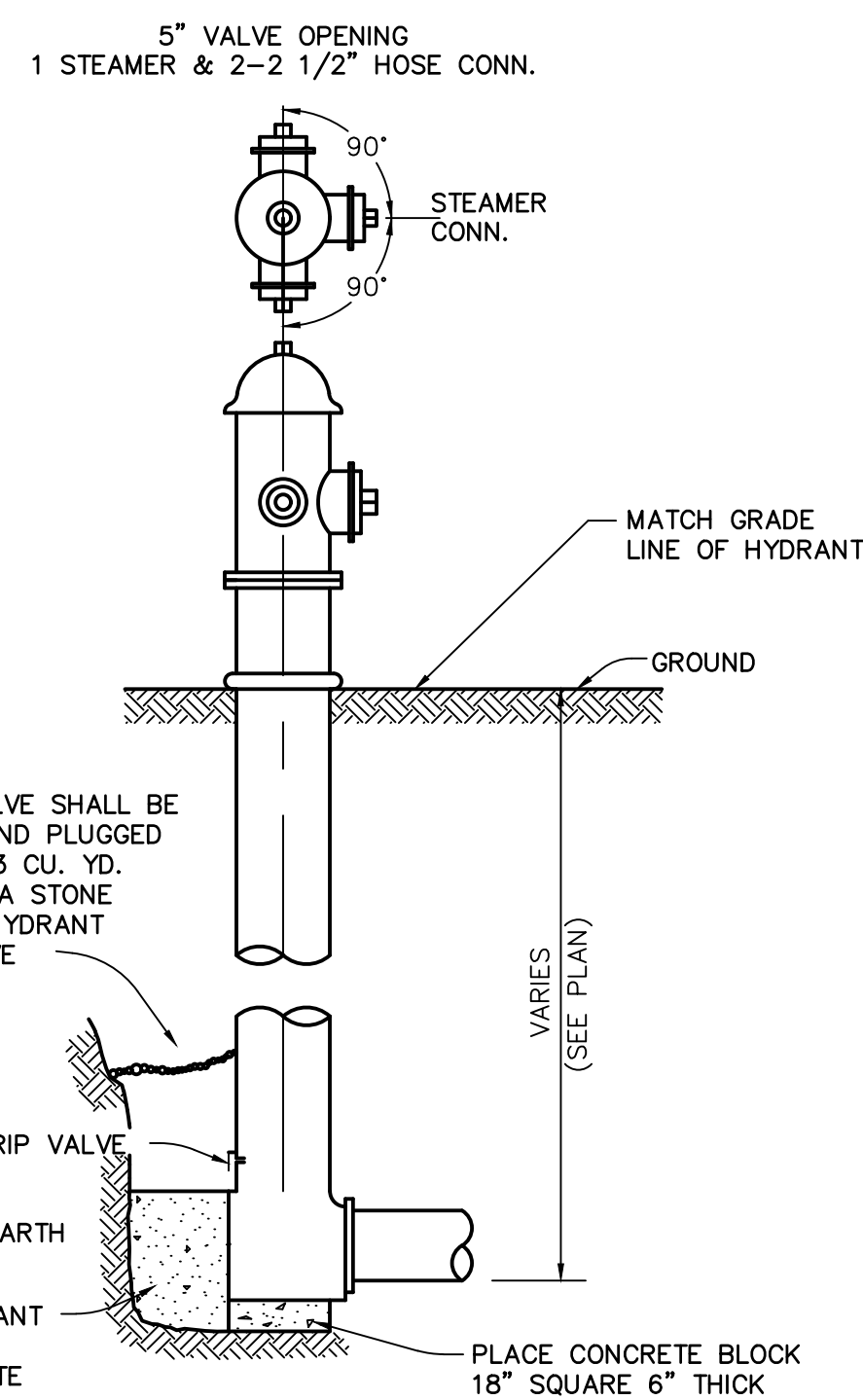
ASPHALT PAVEMENT CROSS-SECTION  
NOT TO SCALE



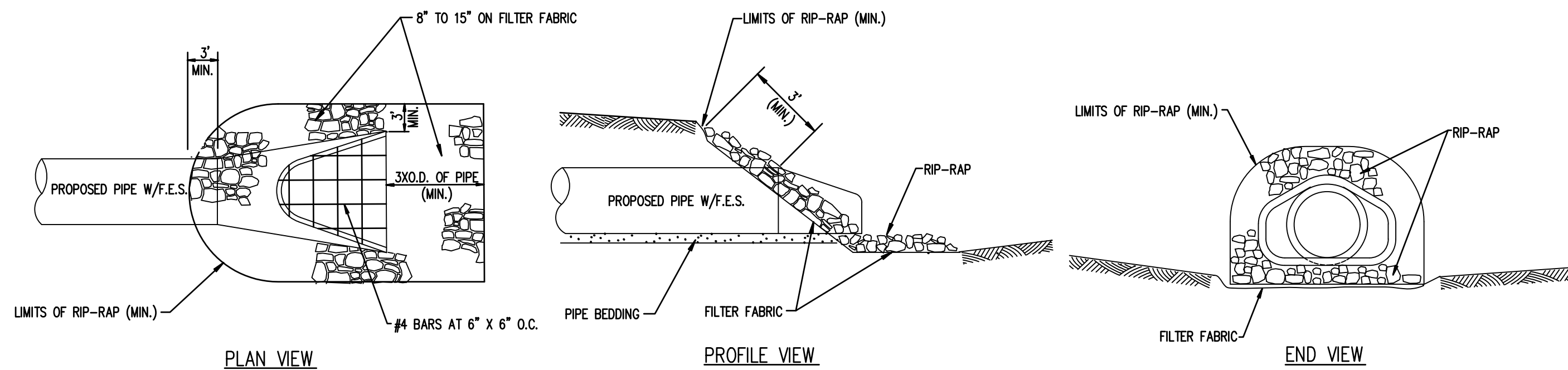
CONCRETE PAD/ENTRANCE RAMP CROSS-SECTION  
NOT TO SCALE



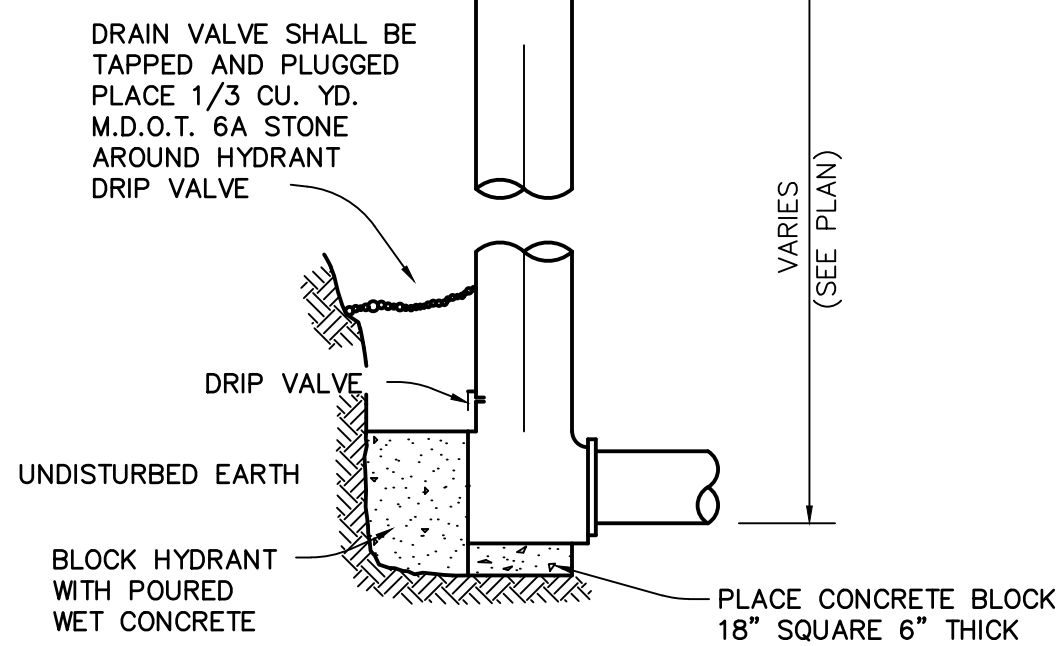
BOLLARD DETAIL  
NOT TO SCALE



DETAIL OF SETTING HYDRANT  
NOT TO SCALE



TYPICAL STORM SEWER INLET/OUTLET DETAIL  
NOT TO SCALE



GENERAL NOTES:

THE SANITARY SEWER AND WATERMAIN MUST CONFORM TO THE UNION TOWNSHIP STANDARDS AND SPECIFICATIONS. SHOULD THERE BE A CONFLICT BETWEEN THE PLANS, NOTES, DETAILS AND SPECIFICATIONS, THE UNION TOWNSHIP STANDARDS SHALL GOVERN. THE CONTRACTOR WILL NOTIFY THE ENGINEER AS SOON AS A CONFLICT IS FOUND. INSTALLATION OF THESE UTILITIES SHALL BE COORDINATED BY THE CONTRACTOR WITH THE UNION TOWNSHIP DEPARTMENT OF PUBLIC WORKS.

ELECTRIC SERVICES TO THE BUILDING AND PARKING LOT LIGHTING SHALL BE UNDERGROUND.

ALL SERVICE LINES ARE SHOWN FOR REFERENCE ONLY. THE EXACT LOCATIONS TO BE DETERMINED BY THE OWNER AND/OR UTILITY COMPANY.

INSTALLATION OF GAS, ELECTRIC AND TELEPHONE SERVICES (INCLUDING TRANSFORMER PAD LOCATIONS) SHALL BE COORDINATED BY THE CONTRACTOR WITH THE RESPECTIVE UTILITY COMPANIES AND THE ARCHITECT/ENGINEER

THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL CONSTRUCTION PERMITS REQUIRED FOR WORKING WITHIN THE ROAD RIGHT-OF-WAY PRIOR TO COMMENCING CONSTRUCTION, WITHIN THESE AREAS.

THE PROPOSED ELEVATIONS SHOWN ARE TOP OF WALK, TOP OF CURB, FINISHED ASPHALT SURFACE AND GUTTER PAN ELEVATIONS, UNLESS OTHERWISE NOTED.

ALL DRIVEWAY APPROACHES SHALL BE CONSTRUCTED IN ACCORDANCE UNION TOWNSHIP STANDARDS.

CONSTRUCTION PROCEDURES SHALL CONFORM TO THE REQUIREMENTS OF THE STATE OF MICHIGAN, COUNTY OF ISABELLA AND UNION TOWNSHIP.

DIMENSIONS SHOWN ON THE PLANS ARE GIVEN TO THE BACK OF CURB, FACE OR BACK OF WALK OR THE BUILDING OUTSIDE LINES.

GENERAL NOTES:

THE UTILITY LOCATIONS AS HEREON SHOWN ARE BASED ON FIELD OBSERVATIONS AND A CAREFUL REVIEW OF MUNICIPAL AND UTILITY COMPANY RECORDS. HOWEVER, IT IS NOT POSSIBLE TO DETERMINE THE PRECISE LOCATION AND DEPTH OF UNDERGROUND UTILITIES WITHOUT EXCAVATION. THEREFORE, WE CANNOT GUARANTEE THE ACCURACY OR COMPLETENESS OF THE BURIED UTILITY INFORMATION HEREON SHOWN. THE CONTRACTOR SHALL CALL "MISS DIG" (1-800-482-7171) A MINIMUM OF 3 WORKING DAYS PRIOR TO ANY CONSTRUCTION OR PRIOR TO ANY EXCAVATION. THE CONTRACTOR IS RESPONSIBLE FOR VERIFYING THESE UTILITY LOCATIONS PRIOR TO CONSTRUCTION AND SHALL MAKE EVERY EFFORT TO PROTECT AND OR RELOCATE THEM AS REQUIRED. THE CONTRACTOR SHALL NOTIFY THE ENGINEER/SURVEYOR AS SOON AS POSSIBLE IN THE EVENT A DISCREPANCY IS FOUND. THE CONTRACTOR SHALL NOTIFY THE ENGINEER/SURVEYOR WHERE POSSIBLE CONFLICTS EXIST PRIOR TO BEGINNING CONSTRUCTION.

THE LOCATION OF EXISTING UTILITIES SHOWN ARE APPROXIMATE. THE CONTRACTOR SHALL FIELD VERIFY GROUND CONDITIONS, EXISTING UTILITIES, LOT AND BUILDING DIMENSIONS PRIOR TO THE START OF CONSTRUCTION. THERE MAY BE OTHER UTILITIES NOT SHOWN ON THE PLANS. ARRANGE TO HAVE UTILITIES IDENTIFIED AND FLAGGED BEFORE STARTING CONSTRUCTION. THE OWNER ASSUMES NO LIABILITY FOR THE LOCATION OF UTILITIES. ALL DAMAGES MADE TO EXISTING UTILITIES BY THE CONTRACTOR SHALL BE THE SOLE RESPONSIBILITY OF THE CONTRACTOR.

ALL CONSTRUCTION UNDER EXISTING OR PROPOSED PAVEMENT, EXISTING OR PROPOSED UTILITIES (INCLUDING LEADS), SHALL BE COMPLETELY BACKFILLED WITH SAND IN 9" LAYERS, AND COMPACTED TO NOT LESS THAN 95% OF ITS MAXIMUM UNIT WEIGHT, AS DETERMINED BY THE MODIFIED PROCTOR METHOD. THE COST IS TO BE INCLUDED IN THE UNIT PRICE BID FOR EACH ITEM.

THE CONTRACTOR SHALL CONFORM TO SOIL EROSION AND SEDIMENTATION CONTROL ACT NUMBER 347 P.A. OF 1972, AS AMENDED.

GEOTEXTILE FILTER SHALL BE USED AT ALL CATCH BASINS FOR SOIL AND SEDIMENTATION CONTROL. ALL CATCH BASINS SHALL BE CLEANED UPON COMPLETION OF THE PROPOSED PROJECT. COST FOR CLEANING THE CATCH BASINS SHALL BE INCLUDED IN THE COSTS FOR THE DRAINAGE STRUCTURES.

TOPSOIL SHALL BE STOCKPILED ON THE SITE AND USED AS TOPSOIL SURFACES AS SHOWN ON THE PLANS OR AS DIRECTED BY THE ENGINEER. TOPSOIL WILL NEED TO BE SPREAD IN THE BASIN AREA TO A MINIMUM DEPTH OF 6 INCHES. THE BERMS SHOWN ON THE PLANS WILL NEED TO BE TOPSOIL OR TO HAVE A MINIMUM OF 6 INCHES ON TOPSOIL SPREAD OVER THEM. THE CURB ISLANDS WILL BE FILLED AS SPECIFIED WITH TOPSOIL. THE INTENT IS FOR THE CONTRACTOR AND THE LANDSCAPER TO USE THE EXISTING TOPSOIL TO COMPLETE THE PROJECT PRIOR TO HAULING ANY TOPSOIL ONTO THE SITE. UNSUITABLE TOPSOILS MUST BE DISPOSED OF. DURING THE CLEANUP, ANY REMAINING STOCKPILES WILL NEED TO BE REMOVED. SOIL EROSION MEASURES MUST BE TAKEN TO ASSURE THAT THESE STOCKPILES ARE STABILIZED.

THE CONTRACTOR SHALL SEED AND FERTILIZE DITCH BANKS, SOILS PILES OR BANKS AND ANY OTHER DISTURBED AREAS AS SHOWN ON THE PLANS.

THE CONTRACTOR SHALL BACKFILL, COMPACT AND FINE GRADE ALL AREAS BETWEEN THE CURBS AND PAVEMENT AND THE PROPERTY LINES WITH TOPSOIL SUITABLE FOR LANDSCAPING. THE GRADES IN THESE AREAS WILL BE AS SHOWN ON THE PLANS OR AS DIRECTED BY THE ENGINEER.

THE UNPAVED AREAS SHALL BE SMOOTHLY GRADED AND THE SURFACE STABILIZED BY SEEDING AS STATED ON THE PLANS. THE MAXIMUM DESIRABLE SLOPE IS 3 HORIZONTAL TO 1 VERTICAL, UNLESS OTHERWISE STATED.

THE CONTRACTOR SHALL FURNISH AND INSTALL PLAIN RIP-RAP BANK PROTECTION IN AREAS WHERE BANK EROSION WILL MOST LIKELY OCCUR OR AS DIRECTED BY THE ENGINEER.

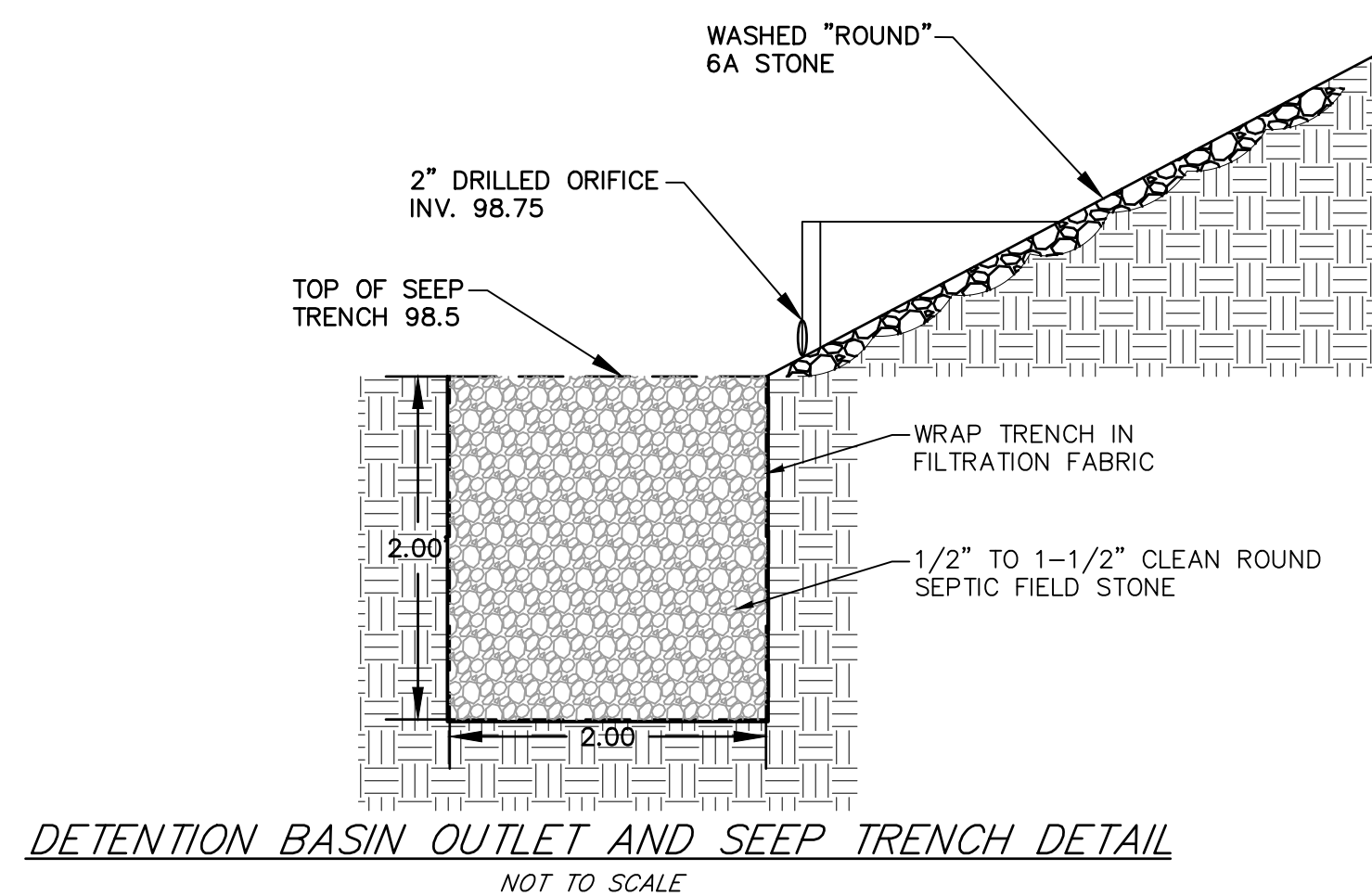
BROKEN CONCRETE AND DEBRIS SHALL BE CONSIDERED WASTE TO BE DISPOSED OF BY THE CONTRACTOR.

ALL DEWATERING REQUIRED FOR CONSTRUCTION SHALL BE INCLUDED IN THE UNIT PRICE BID.

ALL JOINTS AT INTERSECTION APPROACHES AND DRIVEWAYS SHALL BE SAWCUT WITH BUTT-JOINTS. THE COST SHALL BE INCLUDED WITH THE PAYMENT FOR EXCAVATION.

THE CONTRACTOR SHALL MAINTAIN LOCAL TRAFFIC AT ALL TIMES ON THE PROJECT. THE COST IS TO BE INCLUDED IN THE LUMP SUM FEE.

ALL WATER VALVE BOXES, ELECTRICAL BOXES, GAS VALVES AND ANY OTHER EXISTING UTILITY STRUCTURES ON THE SITE SHALL BE ADJUSTED TO FINISHED GRADE. THE COST SHALL BE INCLUDED IN THE LUMP SUM FEE.

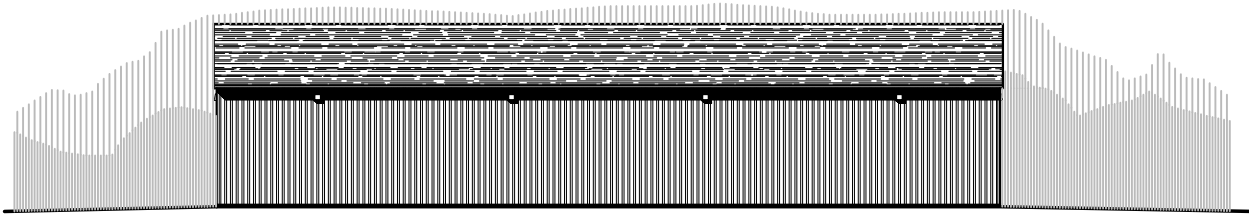


DETENTION BASIN OUTLET AND SEEP TRENCH DETAIL  
NOT TO SCALE

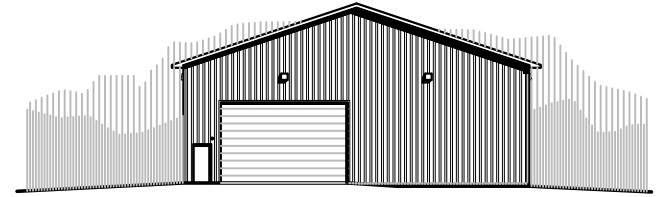
**CMS & D**  
SURVEYING / ENGINEERING  
510 W. PICKARD STREET - SUITE C  
MT. PLEASANT, MICHIGAN 48858  
PHONE: (989) 775-0756  
FAX: (989) 775-5012  
EMAIL: info@cms-d.com

CONSTRUCTION DETAILS #1  
EIKENHOUT INC.  
4269 CORPORATE DRIVE  
SOUTHWEST 1/4 OF SECTION 11, T14N-R4W,  
UNION TOWNSHIP, ISABELLA COUNTY, MICHIGAN

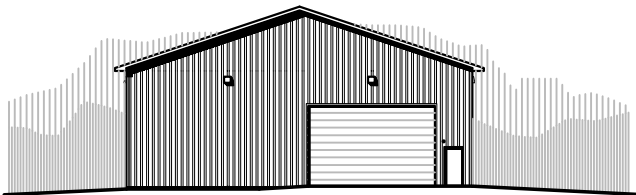
REVISIONS:			
SUBMITTALS:			
JOB NUMBER:	1801-001	SCALE:	1" = 30'
DRAWN BY:	USE	SHEET NUMBER:	5 OF 5
DESIGNED BY:	TELB		
CHECKED BY:	TELB		



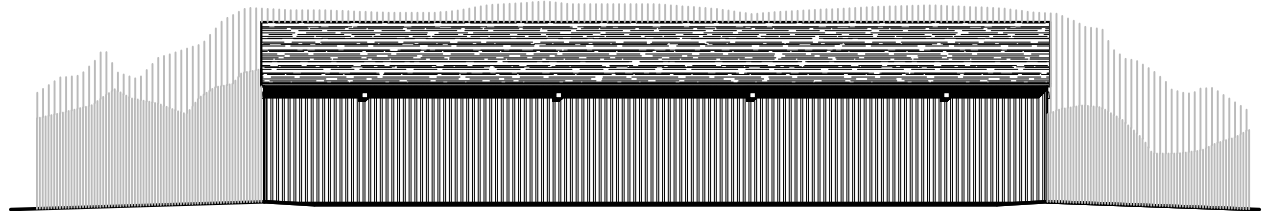
**EAST ELEVATION**  
NO SCALE



**SOUTH ELEVATION**  
NO SCALE



**NORTH ELEVATION**  
NO SCALE



**WEST ELEVATION**  
NO SCALE

REVISED: △ - △ - △ -  <input type="checkbox"/> PRELIMINARY <input type="checkbox"/> BID <input type="checkbox"/> CONSTRUCTION <input type="checkbox"/> RECORD	SHEET TITLE <b>SCHEMATIC ELEVATIONS</b>	PROJECT NO. <b>201801</b>
	PROJECT <b>EIKENHOUT STORAGE</b> <b>CORPORATE WAY MT. PLEASANT, MI</b>	SCALE <b>NO SCALE</b>
	DATE <b>2/4/18</b>	SHEET NUMBER <b>SEI</b>

W S G  
 William Stuart Gallaher  
 Architect (989) 773-7680



Peter Gallinat, Township Planner  
pgallinat@uniontownshipmi.com  
2010 South Lincoln  
Mt. Pleasant, MI 48858  
Phone 989-772-4600 Ext. 241  
Fax 989-773-1988

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TO: Planning Commission  
FROM: Township Planner

**NEW Business**

**SUBJECT: C) SPA 2018-01 Amendment to SPR 2017-08 for location of sidewalks along Broomfield Rd.**

**Applicant:** Richard Figg

**Owner:** Richard Figg

**Location:** 1313 E. Broomfield Rd.

**Current Zoning:** R-1 (Rural Residential)

**Adjacent Zoning:** R-1 to the north, AG to the south across the road, R-2A to the east, and R-2A to the west.

**Future Land Use/Intent:** A-3 Agricultural buffer existing agricultural or undeveloped land from new development. Desired uses in this area follow the existing zoning.

**Current Use:** Riverwood Resort

**Reason for Request:** Applicant proposes modified sidewalk location

**History:** SPR 2017-08 was approved in October of 2017. Plan was approved with 4ft wide sidewalks to be installed along the entire parcel on E. Broomfield Rd. Applicant has proposed installing 10 feet of a 4ft sidewalk as a change from before.

**Objective of board:** Approve a modification to the sidewalk location on SPR 2017-08 or leave as already approved.

**Recommend at this time consideration for a 5 ft wide sidewalk installed from the eastern boundary of the parcel to the fifth driveway headed west on Broomfield Rd.**

Peter Gallinat  
Twp Planner

## 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 **\*\* See attached Exhibit 1**
- II. Applicant Name Richard Figg
- III. Applicant Address 1315 E. Broomfield Road, 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. **\*\* See Comments**

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	?	Comments - (also indicate any features which will not be included in the development or are not applicable)
Name and addresses of Property Owner		

## Union Township Site Plan Review Application

Name and Address of Applicant		
The date, north arrow and scale. 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.		
All lot and/or property lines are to be shown and dimensioned, including building setback lines		
<p>The location and dimensions of all existing and proposed:</p> <ul style="list-style-type: none"> <li>drives, - - - - -</li> <li>sidewalks, - - - - -</li> <li>curb openings, - - - - -</li> <li>acceleration/deceleration lanes, - - - - -</li> <li>signs, - - - - -</li> <li>exterior lighting on buildings and parking lots, - - - - -</li> <li>parking areas (Including handicapped parking spaces, barrier-free building access, unloading areas), - - - - -</li> <li>recreation areas, - - - - -</li> <li>common use areas, - - - - -</li> <li>areas to be conveyed for public use and purpose. - - - - -</li> </ul>		
Elevation of building front, side, and back. Include Sign size, height, and design. Canopy heights extending over driveways accommodate Public Transportation		
Source of utilities. Public water and sewer approval by Union Township Utility Committee prior to application.		<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</p>

### Union Township Site Plan Review Application

	5921)	
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)		
The location and right-of-way width of all abutting roads, streets, alleys and easements.		
A locational sketch drawn to scale giving the section number and the nearest crossroads.		
The zoning of the subject property and the abutting properties.		
The location, height and type of fences and walls.		
The location and detailed description of landscaping.		
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.		
The location of all existing and proposed structures on and within one hundred feet of the subject property's boundary.		

COMMENTS

These standards have all been addressed via the approval previously granted on 10/24/2017.

**Union Township Site Plan Review Application**


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 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.

*Richard C. Figg*  
Signature of Applicant

*January 24, 2018*  
Date

\_\_\_\_\_  
Signature of Owner (if other than applicant)

\_\_\_\_\_  
Date

PLEASE PLACE OUR REVIEW ON THE February 20, 2018 (INSERT DATE)  
PLANNING COMMISSION MEETING. You will not receive a reminder of the scheduled meeting.

## Union Township Site Plan Review Application

<u>Township use</u> _____	Comments _____
File # _____	_____
Fee Paid initial _____	_____
Receipt # _____	_____
Date received _____	_____
Date review completed by Zoning Administrator _____	_____
Place on the _____ Planning Commission Agenda	_____
Planning Commission Decision _____	_____



## Union Township Site Plan Review Application

### UNION TOWNSHIP CONSTRUCTION CONTACTS

**Building & Zoning Permits**  
**Sign Permit**  
**Water and Sewer review**  
**Site Plan Review**

Charter Township of Union  
2010 S. Lincoln Rd  
Mt. Pleasant, MI 48858

(989) 772 4600 (switchboard)  
(989) 773 1988 (FAX)  
Email- [chartertwpunion@voyager.net](mailto:chartertwpunion@voyager.net)

**Building inspector**  
Randy Robinson - Ext. 27

**Zoning Administrator**  
Woody Woodruff - Ext. 41

**Public Works Coordinator**  
Kim Smith - Ext. 24

**Road Permits**  
(submit (2) copies of site plan directly to proper authority prior to Site Plan Review)

State Highways (M 20, US 27, E. Pickard , Mission Rd)

MDOT  
1601 N. Mission Rd  
Mt. Pleasant, MI 48858  
(989) 773 7756 FAX 775 6329

All other roads

Isabella County Road Commission  
2261 E. Remus Rd  
Mt. Pleasant, MI 48858

**Union Township Site Plan Review Application**

**(989) 773 7131 (FAX) 772 2371**

## Union Township Site Plan Review Application

**Storm Water Management Plan**  
(Submit (2) copies of Storm Water Management Plan directly to county engineer prior to Site Plan Review) Code -  
Union Township Ord. 1992-9 Storm Water Management

Isabella County Building

Resource Management  
ATTN: Bruce Rohrer PE  
200 N. Main St.  
Mt. Pleasant, MI 48858

(989) 772 0911 Ext. 231 (FAX) 773 7431

### Plumbing, Electrical, Mechanical Permits

Isabella County Building  
Inspections  
ATTN: (SEE FOLLOWING LIST)  
200 N. Main St.  
Mt. Pleasant, MI 48858  
(989) 772 0911 Ext. (SEE FOLLOWING) (FAX) 773 7431

Plumbing Inspector  
Jerry Russell - Ext. 229

Electrical Inspector  
Cory Borland - Ext. 230

Mechanical Inspector  
Howard Slasor - Ext. 228

### Fire Department Review

L.I. Steve Martin  
804 E. High St.  
Mt. Pleasant, MI 48858  
(989) 77 5121 (FAX) 773 4020

### Miscellaneous

Phone - GTE (800) 483 5600, Verizon (800) 483 4000

**Union Township Site Plan Review Application**

Gas/Electric - Consumer Energy (800) 572 4788, MichCon (800) 477 4747

Central MI Dist. Health Dept. (989) 773 5921

Miss Dig (800) 482 7171

## EXHIBIT 1

1. This application is a request to amend the site plan approved by the Planning Commission on October 24, 2017. The only modification sought and shown in the amended site plan drawing is a more modest sidewalk construction project. The plan previously approved included a requirement that the applicant "...construct sidewalks along Broomfield Road...".
2. The reasons for a more modest sidewalk construction project include, but are not limited to, the following:
  - a. At the original hearing the Planning Commission we concerned that the Township Board was considering a new policy that would allow for no exceptions to the sidewalk construction requirement of the Charter Township of Union Zoning Ordinance Section 8.325.
  - b. The Township has created a Sidewalk and Pathway Prioritization Committee. While the prior site plan approval compels the construction of a sidewalk along Broomfield Road the length of applicant's property that sidewalk would connect with no other pedestrian pathway or sidewalk. It would be an isolated pathway that may or may not comport with the priorities the Sidewalk and Pathway Prioritization Committee will establish. The Planning Commission should consider delaying this investment until it is determined whether this project fits within the overall plan for sidewalk and pathway construction in the Township.

**BY-LAWS AND RULES OF PROCEDURE  
CHARTER TOWNSHIP OF UNION  
PLANNING COMMISSION**

**I. AUTHORITY**

These rules of procedures are adopted by the Planning Commission of the Charter Township of Union, Isabella County, State of Michigan (hereinafter referred to as the Commission) in order to facilitate the performance of its duties as outlined in the Michigan Planning Enabling Act, Public Act 33 of 2008, MCL 125.3801, *et seq.*, and the Michigan Zoning Enabling Act, Public Act 110 of 2006, MCL 125.3101, *et seq.*

**II. MEMBERSHIP**

- A. **Terms** - There shall be 9 members of the Planning Commission. One of the members shall be a representative from the Board of Trustees. The term of the Trustee serving on the Planning Commission shall coincide with their term of office on the Board of Trustees. The remaining 8 members shall serve 3 year terms. These terms will be staggered in a 3-3-2 format. When the term of a member who is not the Trustee Representative has expired they shall hold office until re-appointed or a successor is appointed.
- B. **Training** – Each member is expected to attend a complete at least one (1) professional training during each term served on the Planning Commission. Trainings must be sponsored by the Michigan Township Association, Michigan Association of Planning or other related professional planning and zoning organizations.

**III. OFFICERS**

- A. **Selection and Tenure** – At the first regular meeting each January, the Commission shall select from its membership a Chairperson, Vice chairperson, Secretary, Vice secretary, All officers shall serve a term of one year, or until their successors are selected and assume office, except as noted in C, below. All officers shall be eligible for re-election for consecutive terms for the same office. The officers shall take office immediately following their election.
- B. **Chairperson** – The chairperson shall preside at all meetings, appoint committees and perform such other duties as may be ordered by the planning commission.
- C. **Vice Chairperson** – the vice chairperson shall act in the capacity of the chairperson in his/her absence. In the event the office of the chairperson becomes vacant, the vice chairperson shall succeed to this office for the unexpired term, and the planning commission shall select a successor to the office of vice chairperson for the unexpired term.

- D. **Secretary** – the secretary shall execute documents in the name of the Commission and shall perform such other duties as the Commission may determine.
- E. **Vice Secretary** – the vice secretary shall execute documents in the name of the Commission and shall perform such other duties as the Commission may determine in the absence of the Secretary.

#### IV. MEETINGS

The business that the Commission may perform shall be conducted at a public meeting held in compliance with the Open Meetings Act. The Commission may establish reasonable rules and regulations in order to minimize the possibility of disrupting the meeting.

- A. **Regular Meetings** – the Commission shall hold not less than four regular meetings each year and by resolution shall determine the time and place of such meetings. Other meetings may be held as necessary. When a regular meeting falls on a legal holiday or upon a day resulting in a conflict, the Commission shall, if possible, select a suitable alternate meeting date in the same month as the originally scheduled meeting.

Notice of regular Commission meetings shall be posted at the principal township office within 10 days after the Commission's first meeting in each calendar year in accordance with the Open Meetings Act. Any changes in the date or time of the regular meetings shall be posted and noticed in the same manner as originally established.

- B. **Special Meetings** – Special meetings may be called by the chairperson, Township Planner, or upon written request to the secretary by at least two members of the Commission. Notice of special meetings shall be given to the members of the Commission at least 48 hours prior to the meeting. Such notice shall state the purpose, time, and location of the special meeting and shall be posted in accordance with the Open Meetings Act.
- C. **Notice** – Notice required for specific planning, zoning, or other land use actions will be given in accordance with the Michigan Planning Enabling Act, the Michigan Zoning Enabling Act, Land Division Act, or other applicable statute.
- D. **Public Hearings** – All public hearings held by the Commission must be held as part of a regular or special meeting of the Commission. Public hearings conducted by the Commission shall be run in an orderly and timely fashion.
- E. **Agenda** – The Township Planner shall be responsible for preparing a tentative agenda for Commission meetings. The agenda may be modified by action of the Commission. The order of business shall be:

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes
5. Correspondence
6. Approval of Agenda
7. Public Comments for items without a Public Hearing
8. Public Hearings
9. New Business
10. Other Business
11. Extended Public Comment
12. Final Board Comment
13. Adjournment

- F. Quorum** – Five members of a nine-member Commission shall constitute a quorum for transacting business and taking official action for all matters. No official action of the commission may be taken without a quorum present.
- G. Voting** – An affirmative vote of the majority of the Commission members present shall be required for the approval of any requested action or motion placed before the Commission. **A vote ending in a tie shall be treated as a failed motion.** Voting shall be by voice vote; a roll call vote shall be required if requested by any Commission member or directed by the chairperson. Except in the case of conflict of interest, all Commission members, including the chairperson, shall vote on all matters. Any member **who has recused themselves** from a vote shall not participate in the discussion of that item. An affirmative vote of the majority of the members of the Commission is required to approve any part of the master plan or amendments to the plan or to amend these bylaws.
- H. Motions** – Motions shall be restated by the chairperson before a vote is taken. The name of the maker and supporters of the motions shall be recorded.
- I. Public Records** – All meetings, minutes, records, documents, correspondence, and other materials of the Commission shall be open to public inspection in accordance with the Freedom of Information Act, except as may otherwise be provided by law.
- J. Rules of Order** – All meetings of the Commission shall be conducted, to the extent practicable, in accordance with generally accepted parliamentary procedure, as governed by “Robert’s Rules of Orders.” However, application of “Robert’s Rules” shall not be utilized in order to stifle discussion or debate and may be implemented only to the extent required to maintain the orderliness of the meeting.

## V. DUTIES OF THE PLANNING COMMISSION



The Commission shall perform the following duties:

- A. Prepare, review, and update a master plan as a guide for development within the Township's planning jurisdiction. The master plan must be reviewed every 5 years.
- B. Take such action on petitions, staff proposals and township board requests for amendments to the zoning ordinance as required.
- C. Take such action on petitions, staff proposals and township board requests for amendments to the master land use plan as required.
- D. Prepare an annual written report to the township board of the Commission's operations and the status of planning activities, including recommendations regarding actions by the township board related to planning and development. The annual written report must be completed and submitted by December 1<sup>st</sup> of each year.
- E. Take such actions as authorized or required by the Michigan Planning Enabling Act.
- F. Take such actions as authorized or required by the Michigan Zoning Enabling Act.
- G. Review subdivision proposals and recommend appropriate actions to the township board.
- H. Review capital improvements program.
- I. Perform other duties and responsibilities or respond as requested in writing by any township board or commission.

**VI. ABSENCES, REMOVALS, RESIGNATIONS, AND VACANCIES**

- A. Members of the Commission who are absent for four (4) or more regularly scheduled Commission meetings in a twelve (12) month period shall be subject to review and possible removal by the Township Board of Trustees.
- B. Members of the Commission shall notify the Township Planner or Chairperson when they intend to be absent from a meeting.
- C. Members may be removed by the township board for misfeasance, malfeasance, or nonfeasance in office upon written charges and after a public hearing.
- D. A member may resign from the Commission by sending a letter of resignation to the township board.
- E. Vacancies shall be filled by the township supervisor, with the approval of the township board. Successors shall serve out the unexpired term of the member being replaced.

**VII. CONFLICT OF INTEREST**

Before casting a vote on a matter on which a planning commission member may reasonably be considered to have a conflict of interest, the member shall disclose the potential conflict of interest to the Commission. Failure of a member to disclose a potential conflict of interest as required by these bylaws constitutes a malfeasance in

office. Before a member may be excused from casting a vote, a majority of the Commission must find by an affirmative vote that a conflict of interests exists.

Conflict of interest is defined as, and a Commission member shall declare a conflict of interest and abstain from participating in Commission deliberations and voting on a request, when:

1. An immediate family member is involved in any request for which the Commission is asked to make a decision. "Immediate family member" is defined as; the planning commission member's spouse, the member and member's spouses children (including adopted) and their spouses, step-children and their spouses, grandchildren, and their spouses parents, and step-parents, brothers and sisters and their spouses, grandparents, parents in-law, grandparents in-law, or any person residing in the planning commission member's household.
2. The Commission member has a business or financial interest in the property involved in the request or has a business or financial interest in the applicant's company, agency, or association.
3. The Commission member owns or has a financial interest in neighboring property being within 300 feet of the subject property.
4. There is a reasonable appearance of a conflict of interest, as determined by a majority vote of the remaining members of the Commission.

#### **VIII. AMENDMENTS**

These bylaws may be amended at any meeting by a vote of the majority of the membership of the Commission.

#### **IV. TOWNSHIP OF EXCELLENCE**

The Commission is dedicated to pursuing the Michigan Townships Association recognition for being a "Township of Excellence."

Adopted by the Union Township Planning Commission at a regular meeting on \_\_\_\_\_, 2017.

## BYLAWS OF THE MT. PLEASANT PLANNING COMMISSION

### ARTICLE I

#### Purpose

As authorized in Article XIII of the City Charter, the Planning Commission is vested with all the powers and duties given by the provisions of Act 285 of the Public Acts of 1931, as amended. The Planning Commission's purpose is to advise the City Commission on development policies on current and future growth. This is particularly carried out through the adoption and maintenance of a master plan plus serving as a review and recommending body on current development proposals.

### ARTICLE II

#### Membership

Section 1. Number, Tenure, Selection, and Qualifications: The Planning Commission is composed of nine members appointed by the City Commission. The members shall be qualified electors of the city and shall, insofar as is possible, be representative of the entire city. The term of each member shall be three years, serving staggered terms.

Section 2. Attendance at Meetings: If a Planning Commissioner is absent from three consecutive regular meetings without valid reason, as determined by the Planning Commission, the Chair shall recommend to the City Commission that such Commissioner be removed for cause.

Section 3. Disclosure of Interest: A Planning Commissioner who feels he/she has any interest in any matter before the Commission shall disclose the interest prior to the Commission taking any action with respect to that matter. This disclosure shall become a part of the record of the official proceedings and the interested Commissioner shall refrain from participation in the proceedings related to the matter.

### ARTICLE III

#### Officers

Section 1. Officers: The officers of the Planning Commission shall be the Chair, Vice-Chair, and Secretary.

Section 2. Selection of Officers: The Chair and Vice-Chair shall be elected annually by the Commission during the first regular meeting in February and assume responsibilities following selection. The Secretary shall be appointed by the City Manager from a City staff position; the Secretary is a non-voting member of the Commission.

Section 3. Vacancies: A vacancy in office, occurring because of death, resignation, removal or otherwise, shall be filled for the unexpired portion of the term by the mayor subject to the approval by a majority vote of the members of the City Commission.

Section 4. Chair: The Chair shall preside at meetings, appoint members to all committees, act as an ex-officio member of all committees, and perform other duties as directed by the Commission.

Section 5. Vice-Chair: In the absence of the Chair, the Vice-Chair shall perform the duties of the Chair. The Vice-Chair shall also perform duties as assigned by the Commission.

Section 6. Secretary: The Secretary shall keep the minutes of all meetings of the Commission, give or serve all notices required by ordinance or these bylaws, maintain Commission records, prepare the agenda for all meetings of the Commission, inform the Commission of correspondence relating to business of the Commission, and attend to such correspondence.

#### ARTICLE IV Meetings

Section 1. Regular Meetings: Regular meetings of the Planning Commission shall be held in the City Hall at 7:00 p.m. on the first Thursday of each month. The regular meeting may be cancelled or rescheduled by the Commission at a prior meeting.

Section 2. Special Meetings: Special Meetings will be scheduled for the third Thursday of the month upon application for the same. The fee for a special meeting is \$350. Applications for Special Meetings must be complete and be accompanied by all materials required. The Planning Commission may hold Special Meetings on days other than the third Thursday if unforeseen circumstances are present. Special meetings are governed by Section 15.2402 c of the Zoning Ordinance.

Section 3. Quorum: A quorum shall consist of a majority of the Commission serving.

Section 4. Voting: An affirmative vote of a majority of those present shall be necessary for the adoption of any resolution or other voting matter.

Section 5. Proceedings: At any regular meeting of the Planning commission, the following shall be the regular order of business.

1. Roll Call
2. Approval of Agenda
3. Minutes of Preceding Meeting
4. Public Hearings
5. Public Comments
6. Site Plan Reviews
7. Unfinished Business
8. New Business
9. Adjournment

Section 6. Open Meetings: All meetings shall be held in accordance with the Open Meetings Act.

Section 7. Parliamentary Authority: Where not in conflict with these bylaws or the laws of the

State of Michigan, Robert's Rules of Order, Newly Revised shall govern the proceedings of the Commission meetings.

Section 8. Special Rules: Special rules for conducting its business may be adopted by the Commission. Such rules may be amended at any meeting by a majority vote of the total Commission, provided written notice of the proposed amendment has been mailed to each member prior to the meeting.

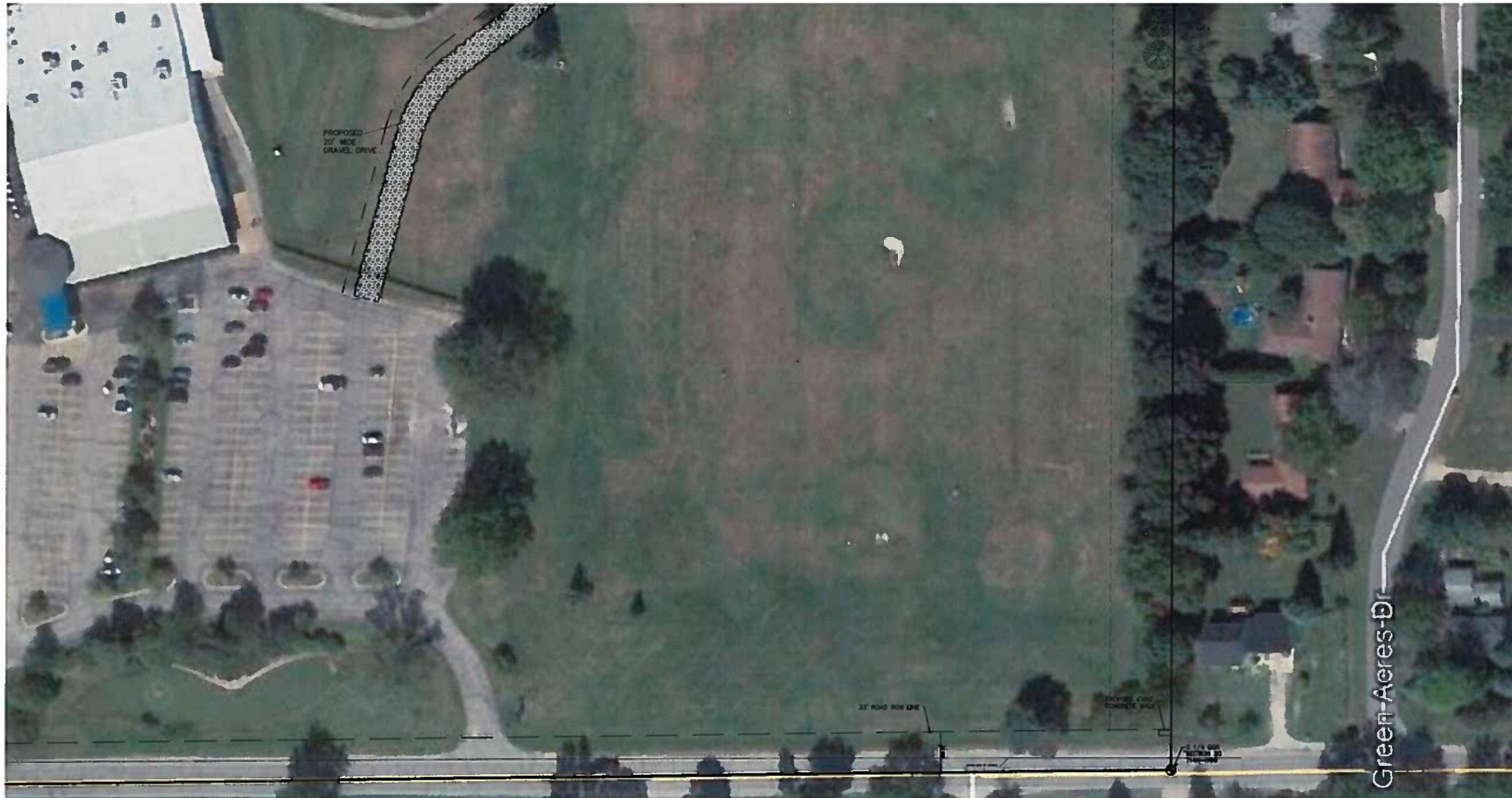
Special Rule #1.

All motions by members of the Planning Commission regarding changes in zoning, Special Use Permits, Site Plan Review, or requested street, alley or right-of-way vacation shall be made in a positive manner.

ADOPTED: February 1, 1989

Special Rules #2.

- A. Every member desiring to speak shall address the chair and, upon recognition of the presiding officer, shall confine himself/herself to the question under debate, avoiding all personalities and indecorous language.
- B. A motion to reconsider any action taken by the commission may be made only on the day such action was taken. It may be either made immediately during the same session or at a recessed or adjourned session thereof. Such motion shall be made by one of the prevailing side, but may be seconded by any member, and may be made at any time and have precedence over all other motions or while a member has the floor. The question may then be debated.
- C. A commissioner may request, through the presiding officer, the privilege of having an abstract of his/her statement on any subject under consideration by the commission entered into the minutes. If the commission consents thereto, such statement shall be entered into the minutes.
- D. After a motion has been made by the commission, no person shall address the commission without first securing the permission of the commission to do so.
- E. No person other than the commission and the person having the floor, shall be permitted to enter into any discussion, either directly or through a commissioner, without the permission of the presiding officer. No question shall be asked a commissioner except through the presiding officer.
- F. While the Commission is in session the members shall preserve order and decorum, and a member shall neither by conversation or otherwise delay or interrupt the proceedings or the peace of the Commission nor disturb any member while speaking or refuse to obey the orders of the Commission or its presiding officer, except as otherwise herein provided.



○	EXISTING MANHOLE/CATCHBASIN
○	EXISTING MANHOLE
▽	EXISTING HYDRANT
H	EXISTING VALVE
—S—S—	EXISTING SANITARY SEWER
—SS—SS—	EXISTING STORM SEWER
—W—W—	EXISTING WATERMAIN
—F—F—	EXISTING FENCE LINE
—E—E—	EXISTING UNDERGROUND ELECTRIC LINE
—G—G—	EXISTING UNDERGROUND GAS LINE
—T—T—	EXISTING UNDERGROUND TELEPHONE LINE
—C—C—	EXISTING CENTERLINE
—O—O—	EXISTING OVERHEAD ELECTRICAL WIRES
—M—M—	EXISTING MAILBOX / NEWSPAPER BOX
—S—S—	EXISTING SIGN
⊙	EXISTING DECIDUOUS TREES
⊙	EXISTING CONIFEROUS TREES
⊙	EXISTING UTILITY POWER POLE
⊙	EXISTING TELEPHONE RISER

ZONING INFORMATION	
ZONED- R1 (ONE-FAMILY RESIDENTIAL)	
SETBACKS-	
FRONT- 50'	
REAR- 50'	
SIDES - 50' OR 200' FROM THE NEAREST HOUSE	

D AND M SITE

- G. Any member shall have the right to have the reasons for his/her dissent from, or protest against, any action of the Commission entered on the minutes.

ADOPTED: July 13, 2006

Special Rule #3.

Planning Commissioners should avoid ex-parte' discussions with applicants about cases pending before the Planning Commission.

ADOPTED: September 7, 2006

ARTICLE V  
Amendments to Bylaws

Portions of these bylaws not subject to State law or City Commission determination may be amended at any meeting by a majority vote of two-thirds of the total Commission, provided written notice of the proposed amendment has been mailed to each member prior to the meeting.

ADOPTED: October 3, 1985  
AMENDED: February 1, 1990  
AMENDED: February 7, 2002  
AMENDED: July 13, 2006  
AMENDED: September 7, 2006  
AMENDED: July 10, 2008

# ISABELLA COUNTY PLANNING COMMISSION

## OPERATING PROCEDURES AND BY-LAWS

ADOPTED MAY 10, 2007

UPDATED JANUARY 8, 2009

### SECTION I - Functions and Resources

#### A. Statutory Provisions

The Isabella County Planning Commission shall function under both the Michigan Planning Enabling Act (P.A. 33 Of 2008), *An act to provide for county planning; the creation, organization, powers and duties of county planning commissions* and the Michigan Zoning Enabling Act (P.A. 110 of 2006), *An act to codify the laws regarding local units of government regulating the development and use of land; to provide for the adoption of zoning ordinances; to provide for the establishment in counties, townships, cities, and villages of zoning districts; to prescribe the powers and duties of certain officials; to provide for the assessment and collection of fees; to authorize the issuance of bonds and notes; to prescribe penalties and provide remedies; and to repeal acts and part of acts.*

#### B. Establishment

The Isabella County Planning Commission (hereinafter Commission) was established by the County Board of Commissioners (hereinafter Board of Commissioners) under Public Act 282 of 1945. On January 11, 1973, the Board of Commissioners transferred the responsibilities of the Isabella County Zoning Commission to the Commission.

#### C. Membership

The Board of Commissioners passed a resolution on November 2, 1983 which provides for the Commission to retain its membership at no less than nine (9) members. The Board of Commissioners shall appoint members for three (3) year terms on a staggered basis. Up to three (3) members of the Board of Commissioners may be appointed to the Commission. One member shall be of a public school board or an administrative employee of a school district included, in whole or in part, within the county's boundaries. All other members shall individually be representative of important segments of the community, such as the economic, governmental, educational, and social development of the county, in accordance with the major interests as they exist in the county, such as agriculture, natural resources, recreation, education, public health, government, transportation, industry and commerce. The membership shall also be representative of the entire geography of the county to the extent practicable.



D. Attendance and Training

1. After a member's first appointment and before reappointment, they are encouraged to attend training for planning commission members totaling four hours (four hours per three year term of office) provided by a university, Michigan State University Extension, Michigan Association of Planning, Michigan Townships Association, or Michigan Municipal League. A member who has not attended the four hours of training may not be considered for re-appointment to a second term of office.
2. If any member of the Planning Commission is absent from more than two meetings in a row, or absent from more than three meetings in any twelve month period, then that member shall be considered delinquent. Delinquency may be grounds for the Board of Commissioners to remove any member for nonfeasance, upon hearing, from the Planning Commission. The elected Secretary or Community Development Department Staff shall keep attendance records and shall notify the Board of Commissioners whenever any member of the Planning Commission is considered delinquent, so that they may consider further action allowed under law.

E. Functions

The Commission shall function as a multi-purpose commission to plan, guide, and accomplish the coordinated, adjusted, and harmonious development of the county, which considers the economic, social and physical welfare of the citizens. Along with the promotion and encouragement of the use of land in accordance with its natural character and adaptability.

In its planning activities the Commission shall consult with local governing bodies adjacent to county jurisdiction, including State and Federal agencies to promote the harmonious use of the land within its region.

The Commission jurisdiction does not include incorporated cities and villages, or townships that have adopted their own zoning plan/ordinance. However, the Commission shall review township plans and provide sound planning advice. The Commission shall also encourage and maintain a good working relationship with all municipalities within and adjacent to its local boundaries.

The Commission is currently operating under the 2001 Isabella County Master Land Use Plan. The Commission shall review the Comprehensive Plan at least once every five (5) years and update if necessary. The Plan was last updated in 2007.

F. Resources

1. The Board of Commissioners shall designate, in advance, a reasonable sum for the use of the Commission for its various expenses.

2. Administrative support to the Commission is provided by the Isabella County Community Development Department.
3. The Commission may engage technical help as needed for services related to county planning for periods of up to one (1) year. Payment of these expenses will come from the amount allocated by the Board of Commissioners, unless extra funds are stipulated for special purposes.
4. In addition to the above budgetary requirements, the Commission budget should provide for per diems and mileage, educational workshops, informational meetings, and other necessary expenses incurred by the members and Staff in implementing Commission business.

## **SECTION II - Local Provisions**

### **A. Master Plan**

1. It is the duty of the Commission to see that the Master Plan be reviewed and/or updated in accordance with the provisions above and to recommend amendments to the Board of Commissioners.

### **B. Zoning**

1. In addition to determining necessary amendments to the Isabella County Zoning Ordinance, the Planning Commission must submit amendments to the County Board of Commissioners. The Commission will review site plans and special use permit requests for compliance with zoning ordinance provisions.
2. The Isabella County Zoning Ordinance is currently in effect in nine (9) of the townships in the county. The townships under county jurisdiction include: Broomfield, Coldwater, Denver, Gilmore, Isabella, Lincoln, Nottawa, Rolland and Vernon. The other seven (7) townships all have their own zoning plan/ordinance. (See appendix A for effective dates of adoption of the seven (7) townships not included in the counties jurisdiction.).

### **C. Construction Code**

1. The construction code for Isabella County is the Michigan building code, as amended, and is enforced in ten (10) townships and three (3) villages. The townships under county jurisdiction include: Broomfield, Chippewa, Coe, Coldwater, Denver, Gilmore, Isabella, Lincoln, Vernon, and Wise. While the villages that are under county jurisdiction include: Lake Isabella, Rosebush and Shepherd.

### **D. Soil Erosion and Sedimentation Control**

1. Isabella County currently administers Part 91, Soil Erosion and Sedimentation

Control, of the Natural Resources and Environmental Protection Act (P.A. 451 of 1994, as amended) in all areas of the county.

**SECTION III - By-Laws for the Isabella County Planning Commission**

**A. Name of Commission**

1. The name of this organization shall be the Isabella County Planning Commission.

**B. Officers**

1. The officers of the Commission shall consist of a Chairperson, Vice-Chairperson, and Secretary.
2. The Chairperson shall preside at all meetings and hearings of the Commission and shall have the duties normally conferred by parliamentary usages of such officers.
3. The Vice-Chairperson shall act for the Chairperson in his/her absence.
4. The Secretary shall keep the minutes and records of the Commission, and with the assistance of such staff as is available, shall prepare the agenda of regular and special meetings under the direction of the Chairperson, provide notice of all meetings to commission members, arrange proper and legal notice of hearings, attend to correspondence of the Commission and such other duties as are normally carried out by a Secretary. Meeting minutes from the last regular meeting shall be presented to the Commission members at the following meeting.

**C. Election of Officers**

1. An annual organization meeting shall be held at the first meeting of the calendar year.
2. Nominations shall be made by a committee of the whole and from the floor at the annual organization meeting and election of officers shall follow immediately thereafter.
3. A candidate to be declared elected must receive a majority vote of the full Commission, regardless of the number of members present. The elected candidate shall serve for one year or until his/her successor shall take office.
4. Vacancies in office shall be filled immediately by regular election procedure.

**D. Meetings**

1. The regular meeting schedule for the year shall be established at the annual organizational meeting. In the event of a conflict with holidays or other events, a majority at any meeting may change the date of said meeting.
2. A quorum shall consist of five (5) members. Voting shall be by roll call-when any

members of the Commission requests-otherwise voice vote shall prevail. All members present shall vote on every question unless they disqualify themselves for having a conflict of interest.

3. Special meetings may be called by the Chairperson. It shall be the duty of the Chairperson to call a special meeting when requested to do so by a majority of members of the Commission. The Secretary shall notify all members of the Commission in writing not less than five days in advance of such special meeting, unless said meeting is to continue deliberation regarding an issue raised at a meeting within the last 48 hours.
4. All meetings or portions of meetings shall be open to the general public. All meetings will be conducted in accordance with Public Act 267 of 1976, known as the "Open Meetings Act".
5. The latest edition of Robert's Rule of Order shall govern the proceedings at the meetings of the Commission. Staff will serve as Parliamentarian.

E. Duties of all members

1. Members of the Commission shall attempt to avoid *Ex Parte* contact about cases before the Commission. Members of the Commission have a duty to not pre-judge a case, and to base their decision only on the material and facts presented at public meetings and hearings on the case.
2. Despite one's best efforts it is sometimes not possible to avoid *Ex Parte* contact. When that happens the member should publicly report the content and context of the *Ex Parte* contact in full at the public hearing or meeting on the case prior to the Commission making a decision on the issue.
3. A member of the Commission shall not solicit, accept or agree to accept anything of value under any circumstances which could reasonably be expected to influence the manner in which the member makes decisions.
4. Free and open debate should take place on issues before the Commission. Such debate shall only occur at open meetings of the Commission.
5. Debate and discussion of a pending case shall not take place other than at a meeting of the Commission. It is not appropriate or proper to discuss pending cases with anyone other than at a meeting of the Commission.
6. From time-to-time, or on a specific issue, the Commission may appoint a spokesman for the Commission for all reporting which occur outside of the meetings of the Commission.

F. Conflict of Interest and Incompatibility of Office

1. Representatives and any member of the Commission shall avoid situations which are conflicts of interest, and/or incompatibility of office. As used here, a conflict of interest shall at a minimum include, but not necessarily be limited to, the following:

- a. Issuing, deliberating, voting or reviewing a case concerning himself/herself.
- b. Issuing, deliberating, voting or reviewing a case concerning work on land owned by himself/herself.
- c. Issuing, deliberating, voting or reviewing a case involving a corporation, company, partnership, or any other entity in which he is a part owner, or any other relationship where he may stand to have a financial gain or loss.
- d. Issuing, deliberating, voting or reviewing a case which is an action which results in a financial benefit to himself/herself.
- e. Issuing, deliberating, voting or reviewing a case concerning his/her spouse, children, step-child, grandchildren, parents, brother, sister, grandparents, parents in-law, grandparents in-law, or members of his/her household.
- f. Issuing, deliberating, voting or reviewing a case where an employee or employer is an applicant or agent for an applicant, or has a direct interest in the outcome.
- g. Issuing, deliberating, voting or reviewing a case where as a property owner within 300' of the property in question received notice of the public hearing in the mail.

2. When a conflict of interest exists, the Commission and Commission member shall comply with all applicable laws. The member with the conflict shall immediately disclose to the Chairperson of the Commission the perceived conflict. If a conflict exists, the chairperson shall notify Commission members of the conflict, additionally the Commission member shall:

- a. Identify the conflict at the commencement of the next meeting.
- b. During deliberations of the agenda item involving the conflict, not engage in any discussions concerning the matter, or represent one's self before the Commission, its staff or others, relative to the matter.
- c. Consider leaving the meeting room during the deliberations and voting, until the matter is concluded.

3. If a member of the Commission is appointed to another office, which is an incompatible office with his or her membership on the Commission, then on the effective date of the appointment to the other office, that shall result in an automatic resignation from the Commission. If a member of another office is appointed to the Commission, which is an incompatible office with his or her membership in the other office, then on the effective date of the appointment to the Commission, that shall result in an automatic resignation from the other office.

#### G. Order of Business

1. The order of business at regular meetings shall be:

- a. Call to order.
  - b. Pledge of Allegiance
  - c. Approval of Agenda
  - d. Presentation of minutes of previous meeting and action thereon.
  - e. Public Comment.
  - f. Township concerns
  - g. Liaison reports
  - h. Business (public hearings would be conducted here)
  - i. Public Comment.
  - j. Staff comments
  - k. Planning Commissioner's comments
  - l. Adjournment.
2. A motion from the Commission must be made and passed in order to dispense with or add any item on the agenda.

#### H. Employees and Contracts

1. The Commission, with approval of the Board of Commissioners, may employ such staff personnel and/or consultants as appropriate to aid the Commission in its work.
2. The Commission, with approval of the Board of Commissioners, may also enter into contracts for special or temporary services and for professional counsel.
3. Decisions to employ or enter into a contract for such services shall be made by a majority vote of the full Commission, regardless of the number of members present. Expenditures by the Commission shall be within the budget prepared by the Community Development Department and approved by the Board of Commissioners.

#### I. Hearings

1. In addition to those required by law, the Commission may hold public hearings when it decides that such hearings will be in the public interest.
2. Subject to the provisions of any applicable State Act and/or County Ordinance. Public hearings shall be held on the adoption of amendment of a Comprehensive Plan, the adoption, amendment or consideration of a special preliminary approval of a plat of a subdivision.
3. A petitioner who seeks to amend the Zoning Ordinance or other comprehensive plan element shall file a petition with the County Zoning Administrator.
4. At a public hearing before the Commission, the petitioner shall first present the facts and arguments in support of the case. The public who either support or oppose the petitioner shall follow. The petitioner shall be given time for rebuttal. To maintain orderly procedure, each side shall proceed without interruption by the other. After the public has been heard, the Commission may publicly discuss the matter prior to voting. No record or statement shall be recorded or sworn to as

evidence for any court of law without notice to the parties.

5. In the presentation of a case the burden shall be upon the petitioner to supply all information, including charts, diagrams and other exhibits, necessary for a clear understanding of the proposal. The Commission may continue the hearing when in its judgment the petitioner has not provided sufficient evidence on which to make a determination.
6. Every person appearing before the Commission shall abide by the order and directions of the Chairperson. Discourtesy, disorderly or contemptuous conduct shall be regarded as a breach of the privileges of the Commission, and shall be dealt with as the Commission directs. Every person shall state his/her name, address and interest in the case at the start of the presentation.
7. At public hearings, persons interested in speaking on a topic shall, at the discretion of the chair, come forward to the table in front, sign in and state their name and address for the record before providing the Commission with their comments. Each person shall be limited to three (3) minutes when speaking and direct all questions to the chair.

J. Final Disposition of Cases

1. The final disposition of any case shall be in the form of an order setting forth the findings and determination of the Commission, together with any modification, specification or limitation which it makes.
2. The Commission may dismiss a case for lack of prosecution or lack of jurisdiction. When a petitioner has failed to appear at two consecutive meetings, the case shall be dismissed.
3. A petitioner may not withdraw a case after a roll call vote has been ordered by the Chairperson.
4. A record shall be kept of those speaking before the Commission.

K. Subcommittees

The Commission may establish subcommittees to research specific issues. The subcommittees shall consist of three (3) members of the Commission appointed by the Chairperson. The subcommittees shall operate according to the following guidelines:

1. Subcommittees are to be informal fact finding entities only (no deliberation, no motions, no votes, etc...) The Subcommittee is expected to have full discussion/debate on an issue but is not to arrive at a formal conclusion.
2. The Subcommittees are to investigate both the pros and cons of an issue. With that in mind, it is recommended that the Subcommittee seek out and invite specific individuals, who are known to hold strong views or who have expertise on an issue, and encourage them to participate in their discussion/debate. The Subcommittee shall take each view seriously.
3. The Subcommittee shall have a short agenda (one or two topics) for each of their meetings to focus discussion.

4. Subcommittee meetings shall be scheduled to allow for sufficient time to discuss issues. At least one hour is recommended.
5. Subcommittee meetings shall be scheduled at a time that Staff can be in attendance for guidance and/or support.
6. The Subcommittees shall work towards educating the full Commission, elected officials and the public at large.
7. Written notes shall be kept at all meetings and provided to staff for record keeping purposes.
8. The Subcommittees shall report activities, verbally, each month to the full Commission.

L. Amendments

1. Amendments to these rules of procedure may be made by the Commission at any regular or special meeting upon the affirmative vote of majority of the entire members of the Commission.
2. The suspension of any rule may be ordered at any meeting by a unanimous vote of those present.



## APPENDIX A

### ISABELLA COUNTY TOWNSHIPS NOT UNDER COUNTY JURISDICTION AND THEIR ZONING ORDINANCE EFFECTIVE DATES:

- CHIPPEWA - NOT CURRENTLY FILED IN CLERKS OFFICE
- COE - JANUARY 1, 1972
- FREMONT - NOT CURRENTLY FILED IN CLERKS OFFICE
- SHERMAN - JANUARY 1, 1972
- UNION - AUGUST 12, 1971
- WISE - DECEMBER 10, 1973
- DEERFIELD - APRIL 18, 2001



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## BY-LAWS AND RULES OF PROCEDURES

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- ✓ How long can I be a chairperson?
- ✓ When does my term expire?
- ✓ How often do we meet?
- ✓ What are the duties of the chairperson, vice-chairperson, or secretary?
- ✓ How many members constitute a quorum?
- ✓ Is there a format for a public hearing?
- ✓ What constitutes a majority vote?
- ✓ What type of records must be kept?
- ✓ Must we follow the Open Meetings Act?

Have any of these questions been asked at a planning commission meeting? If so, then your planning commission should adopt a set of by-laws to guide actions of the commission.

Generally, by-laws are a set of rules and instructions based on planning law that regulates specific actions of the planning commission. By-laws are intended to answer the questions above and should, at a minimum, address the following:

- Identify the duties of the planning commission, the number of members, and length of their terms.
- Set the procedure for election of officers (chairperson, vice-chairperson, secretary).
- Establish the meeting schedule and process for amendments thereto.
- Decide the order of business to be conducted within a given meeting.



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- Outline the procedures for public hearings.
- Identify the process for members to declare conflicts of interest.

The composition and authority for a planning commission is set forth in Public Act 33 of 2008. The following sample by-laws are available in digital format through MAP. It must be noted that *each community must adjust the by-laws to fit its specific situation* and include the appropriate legal citations for city, village, township or county.

### ***SAMPLE BY-LAWS***

#### **ARTICLE 1: AUTHORITY**

These rules of procedure are adopted by the *(name of governmental unit)* and County, Planning Commission (hereinafter referred to as the commission) pursuant to Public Act 33 of 2008 and the Open Meetings Act.

#### **ARTICLE 2: PURPOSE**

The general purpose of the *(name of governmental unit)* Commission shall be to guide and promote the efficient, coordinated development of the *(type of municipality)* in a manner which will best promote the health, safety, and general welfare of its people; preserve and protect the *(type of municipality)* and its natural resources; and to address the goals and recommendations of the Master Plan.

#### **ARTICLE 3: DUTIES OF THE COMMISSION**

The Commission shall perform the following duties:

- (1) Draft, conduct hearings, and recommend a Zoning Ordinance, and subsequent

- amendments thereto, to the *(governing body)*.
- (2) Adopt a Master Plan *(or assist the governing body)*, review the Plan regularly, and make necessary updates as required.
  - (3) Prepare an Annual Report to the *(governing body)*.
  - (4) Review and take action or recommend appropriate actions to *(governing body)* on site plan, special land use, and planned unit development requests.
  - (5) Review Subdivisions proposals and recommend appropriate actions to the *(governing body)*.
  - (6) Prepare special studies and plans, as deemed necessary by the Commission or *(governing body)* and for which appropriations of funds have been approved by the *(governing body)*, as needed.
  - (7) Attend training sessions, conferences, or meetings as needed to properly fulfill the duties of commissioner, and for which appropriations of funds have been approved by the *(governing body)*, as needed.
  - (8) Perform other duties and responsibilities as may be requested by the *(governing body)*.
  - (9) Members of the commission may conduct such site visits as deemed necessary to evaluate the application and supporting material. Site visits shall be conducted individually unless otherwise scheduled by the commission, obeying all requirements of the Open Meetings Act.

#### **ARTICLE 4: MEMBERSHIP**

**Section 4.1 Membership Requirements.** Membership of the commission shall consist of *(insert number of members)* members appointed by *(governing body)*. Members of the commission shall be residents of the *(name of governmental unit)*.

**Terms:**

Many communities allow members to continue serving on the commission until a replacement is found - others operate with fewer members. However, because legislation specifies the required number of members, it is recommended that no seat remain vacant (unoccupied) for more than a few consecutive months.

**Section 4.2 Terms.** Each member shall be appointed to hold office for a three (3) year term. Vacancies shall be filled by the (*governing body*) for the unexpired term.

**ARTICLE 5: OFFICERS**

**Section 5.1 Officers.** The officers of the commission are appointed members of the commission and shall consist of a chairperson, vice-chairperson, and secretary.

**Section 5.2 Duties of the Chairperson.** The chair shall preside at all meetings, appoint committees; and perform such duties as may be delegated by the commission or (*governing body*). The commission chairperson shall have the right to appoint new committee members at any time to fill a vacancy.

**Section 5.3 Duties of the Vice-Chairperson.** The vice-chairperson shall act in the capacity of the chairperson in his/her absence.

**Section 5.4 Duties of the Secretary.** The secretary shall serve as the liaison between the commission and the designated (*name of governmental unit*) staff who is responsible for the execution of documents in the name of the commission, performing the duties hereinafter listed below, and performing such other duties as the commission may determine.

(1) Minutes. The designated (*name of governmental unit*) staff shall be responsible for a permanent record of the minutes of each meeting and shall have them recorded in

suitable permanent records.

- (2) **Correspondence.** The designated (*name of governmental unit*) staff shall be responsible for the issuance of formal written correspondence with other groups or persons, as directed by the Commission. All communications, petitions, reports, or other written materials received by the designated (*name of governmental unit*) staff shall be brought to the attention of the Commission.
- (3) **Attendance.** The designated (*name of governmental unit*) staff shall be responsible for maintaining an attendance record for each Commission member and report those records annually to the Commission for inclusion in the Annual Report to the (*governing body*).

**Notices/Agendas.** The designated (*name of governmental unit*) staff shall issue such notices and prepare the agendas for all meetings, as may be required by the Commission.

**Section 5.5 Duties of the (*governing body*) Representative.** The (*governing body*) representative to the commission shall report the actions of the (*governing body*) to the commission and update the commission on actions by the (*governing body*) that relate to the functions and duties of the commission

**Section 5.6 Duties of the Zoning Board of Appeals Representative.** If applicable, the Zoning Board of Appeals (ZBA) representative to the commission shall report the actions of the ZBA to the commission and update the commission on actions by the ZBA that relate to the functions and duties of the commission.

**Section 5.7 Elections.**

- (1) At the \_\_\_\_\_ (*month*) meeting, the commission shall select from its membership a chairperson, vice-chairperson, and secretary who shall serve for a twelve month period and who shall be eligible for re-election.

(2) A candidate receiving a majority vote of the membership present shall be declared elected.

(3) Newly elected officers will assume their office immediately after the election.

**Section 5.8 Terms.** All officers shall serve a term of one (1) year, or until their successors are selected and assume office. Officers may be re-elected, with no officer serving for more than *(insert designated number of terms)* consecutive terms in any office.

**Section 5.9 Vacancies.** Vacancies in offices shall be filled immediately by regular election procedure with the term expiring in accordance with (3) above.

## **ARTICLE 6: MEETINGS**

**Section 6.1 Regular Meetings.** Regular meetings of the commission shall be held monthly in the *(Governmental Unit)* hall on a date established by the commission *(specific date could also be established, i.e. the second Tuesday of each month)*. The dates and times shall be posted at the *(Governmental Unit)* hall and a notice should be published in accordance with the Open Meetings Act. Any changes in the date or time of the regular meetings shall be posted and noticed in the same manner as originally established. When a regular meeting date falls on or near a legal holiday, the commission shall select suitable alternate dates in the same month, in accordance with the Open Meetings Act.

**Section 6.2 Meeting Notices.** All meetings shall be posted at the *(Governmental Unit)* hall according to the Open Meetings Act. The notice shall include the date, time and place of the meeting.

**Section 6.3 Special Meetings.** A special meeting may be called by two members of the commission upon written request to the secretary or by the chairperson. The business which the commission may perform shall be conducted at a public meeting of the commission held

in compliance with the Open Meetings Act. Public Notice of the time, date, and place of the special meeting shall be given in a manner as required by the Open Meetings Act, and the secretary shall send written notice of a special meeting to commission members not less than 48 hours in advance of the meeting.

**Section 6.4. Open Meetings.** All meetings of the commission shall be opened to the public and held in a place available to the general public. All deliberations and decisions of the commission shall be made at a meeting open to the public. A person shall be permitted to address a hearing of the commission under the rules established in Section 6.11, and to address the commission concerning non-hearing matters under the public comment portion of the agenda, as established in Section 6.9 to the extent that they are applicable. A person shall not be excluded from a meeting of the commission except for breach of the peace, committed at the meeting.

**Section 6.5 Public Record.** All meetings, minutes, records, documents, correspondence, and other materials of the commission shall be open to public inspection in accordance with the Freedom of Information Act, except as may otherwise be provided by law.

**Section 6.6 Minutes.** Commission minutes shall be prepared by the secretary of the commission. The minutes shall contain a brief synopsis of the meeting, complete statement of the conditions or recommendations made on may action; and recording of attendance. All communications, actions, and resolutions shall be attached to the minutes. The official records shall be annually deposited with the township; municipal, or county Clerk.

**Section 6.7 Quorum.** In order for the commission to conduct business or take any official action, a quorum consisting of the majority of the voting members of the commission shall be present. When a quorum is not present, no official action, except for closing of the meeting. The members of the commission may discuss matters of interest, but can take no action until the next regular or special meeting. All public hearings without a quorum shall be scheduled for the next regular or special meeting and no additional public notice is required



provided the date, time, and place is announced at the meeting.

**Section 6.8 Voting.** An affirmative vote of the majority of the commission (*if desired, insert "members present"*) shall be required for the approval of any requested action or motion placed before the commission. Voting shall ordinarily be voice vote; provided however that a roll call vote shall be required if requested by any commission member or directed by the chairperson. All commission members shall vote on every motion placed on the floor unless there is a conflict of interest, as established in ARTICLE 7. Any member abstaining from a vote shall not participate in the discussion of that item.

### **Voting:**

Planning legislation is mute on the validity of voting when all members are not present at a meeting. Common practice only requires a majority vote of those present to take official action, while others require a majority vote of the total membership, which may result in unfinished business, even if a quorum is present. Every commission should discuss these rules with their attorney and include them in their by-laws.

**Section 6.9 Agenda.** A written agenda for all regular meetings shall be prepared as followed. The agenda for all regular meetings shall be:

- (1) Call to Order
- (2) Roll Call
- (3) Approval of Minutes
- (4) Approval of Agenda
- (5) Public Comments and Communications Concerning Items Not on the Agenda
- (6) Scheduled Public Hearings
- (7) Unfinished Business
- (8) New Business
- (9) Other Matters to be Reviewed by the Commission
- (10) Administrative Items
- (11) Adjournment

Any commissioner may request that an item be placed on the regular meeting agenda for discussion provided such request is made not less than two (2) weeks prior to the next regular meeting and provided that such request is approved by the chairperson.

**Section 6.10 Rules of Order.** All meetings of the commission shall be conducted in accordance with generally accepted parliamentary procedure, as governed by "Robert's Rules of Order."

### **Rules of Order:**

While not mandated by law, many communities prescribe to "Robert's Rules of Order," commonly referred to as Robert's Rules.

**Section 6.11 Public Hearings.** Hearings shall be scheduled and due notice given in accordance with the provisions of the acts and ordinance cited in ARTICLE 1. Public hearings conducted by the commission shall be run in an orderly and timely fashion. This shall be accomplished by the establishing hearing procedures.

*(Insert specific format for your community here-public hearing guidelines are provided on page 1)*

**Section 6.12 Notice of Decision.** A written notice containing the decision of the Commission will be sent to petitioners and originators of a request.

## **ARTICLE 7: CONFLICT OF INTEREST**

**Section 7.1 Declaration of Conflict.** Commission members shall declare a conflict of interest when any one (1) or more of the following occur:

- (1) A relative or other family member is involved in any request for which the commission

is asked to make a decision.

- (2) The commission member has a business or financial interest in the property involved in the request, or has a business or financial interest in the applicant's company, agency, or association.
- (3) The commission member owns or has a financial interest in neighboring property. For purposes of this Section, a neighboring property shall include any property falling within the notification radius for the proposed development, as required by the Zoning Ordinance, or other applicable Ordinance. The commission shall make a determination regarding the presence of a conflict of interest.
- (4) There is a reasonable appearance of a conflict of interest, as determined by the commission member declaring such conflict.

**Section 7.2 Requirements.** When declaring a conflict, the commission member shall do all of the following:

- (1) Announce a conflict of interest and state its general nature.
- (2) Abstain from any discussion or votes relative to the matter which is the subject of the conflict.
- (3) Absent himself/herself from the room in which the discussion takes place.

## **ARTICLE 8: ABSENCES, REMOVALS, AND RESIGNATIONS**

**Section 8.1 Absences.** In order to be excused from a meeting, members of the commission shall notify the commission chairperson when they intend to be absent from the meeting. Failure to make this notification at least twenty-four (24) hours prior to the meeting shall result in an unexcused absence. More than four (4) consecutive, unexcused absences or absences at twenty-five (25%) percent of all meetings in any one (1) fiscal year shall be considered nonperformance of duty and cause of removal from the commission.

**Section 8.2 Removal.** Members of the commission may be removed by the *(governing*

*body*) for nonperformance of duty, misconduct in office, or upon failure to declare a conflict of interest upon vote by the majority, after written charges have been prepared and a hearing conducted.

**Section 8.3 Resignation.** A member may resign from the commission by sending a letter of resignation to the (*governing body*) or commission chairperson.

## **ARTICLE 9: AMENDMENTS**

These rules may be amended by the commission by a concurring vote pursuant to subsection 3.7, during any regular meeting, provided that all members have received an advanced copy of the proposed amendments at least 3 days prior to the meeting at which such amendments are to be considered.

### **Amendments:**

There are no laws that govern how by-laws are adopted or amended. Many communities opt to reference the previous sections that address voting rules, while others require a two-thirds vote of the membership. Sample language is shown above...

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