

**Notice of an Electronically Conducted
Regular Meeting of the Charter Township of Union
Planning Commission**

Notice is hereby given that the Charter Township of Union Planning Commission will conduct a regular meeting electronically on Tuesday, November 16, 2021 at 7:00 p.m., consistent with the emergency declarations and direction from state and county health officials to slow the spread of the COVID-19 virus and the Open Meetings Act (Public Act 267 of 1976, as amended)."

There will be no in-person attendance in the Township Hall Board Room (2010 S. Lincoln Rd., Mt. Pleasant, MI 48858), although some Planning Commission members and Township staff may choose to participate from this location.

All interested persons may attend and participate. The public may participate in the meeting by computer and smart phone using the following link to the electronic meeting location: <https://us02web.zoom.us/j/89751444718?pwd=MGI0Nm1XdEVlR0l5VVU5dDN0NnBNUT09> (Meeting ID: "897 5144 4718" Passcode "038923"). The moderator will open public access to the electronic meeting space at 6:55 p.m.

To participate via telephone conference call, please call (312) 626-6799. Enter "897 5144 4718" and the "#" sign at the "Meeting ID" prompt. Lastly, re-enter the "#" sign again at the "Participant ID" prompt to join the meeting.

The meeting agenda, packet of materials relating to the meeting, and instructions for connecting to the meeting electronically are available on the Township's website under "Minutes and Board Packets" at <http://www.uniontownshipmi.com/>.

Questions and comments will be received during the public comment sections of the meeting. For participants accessing via computer or smartphone to indicate a desire to address the Planning Commission, please use the "Raise Your Hand" button at the bottom center of the screen. To raise your hand for telephone dial-in participants, press "star" and then the number "nine" (*9). The Chair will call on you by the last three digits of your phone number to invite any comment, at which time you will be unmuted by the meeting moderator.

If there are a large number of participants, the Chair may choose to call on individuals by name or telephone number. Please speak clearly and provide your name and address before making your comments. Please note that the meeting moderator will control the muting and unmuting of participants during public comment.

Written comments to the Planning Commission may also be delivered to the drop box at the Township Hall. Comments received prior to 3:00 p.m. on the day of the meeting will be read aloud to the Planning Commission.

Persons with disabilities needing assistance to participate should call the Township office at (989) 772-4600. Persons requiring speech or hearing assistance may contact the Township through the Michigan Relay Center at 711. A minimum of one (1) business day of advance notice will be necessary for accommodation.

**Instructions to Participate in an Electronically Conducted
Regular Meeting of the Charter Township of Union
Planning Commission**

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Raise Your Hand for Citizen Participation During the Public Comment Periods

Questions and comments will be received during the public comment sections of the meeting. For participants accessing via computer or smartphone to indicate a desire to address the Planning Commission, please **click on the “Raise Your Hand” icon** near the bottom of your screen.



Click “Lower Hand” to lower it if needed. The host will be notified that you have raised your hand. The Mute/Unmute function will be controlled by the meeting moderator.

To raise your hand for telephone dial-in participants, press “star” and then the number “nine” (*9). The Chair will call on you by the last three digits of your phone number to invite any comment, at which time you will be unmuted by the meeting moderator.

Do I need to download the Zoom app to access the meeting? No. Use of the Zoom app is recommended, but you will have options to “download & run Zoom” or “join from your browser” when you click on the link to join the meeting.

Can I Use Bluetooth Headset? Yes, if the Bluetooth device is compatible with the computer or mobile device that you are using.

Do I have to have a webcam to join on Zoom? While you are not required to have a webcam to join a Zoom Meeting, you will not be able to transmit video of yourself. You will continue to be able to listen and speak during public comment and view the webcam video of other participants.

Leaving the Meeting: Click the “Leave Meeting” link at the bottom right corner of the screen at any time to leave the meeting.



Planning Commission
Regular Electronic Meeting. Instructions for access will be posted and available on website
(uniontownshipmi.com) home page
November 16, 2021
7:00 p.m.

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES

-October 19, 2021

6. CORRESPONDENCE / BOARD REPORTS / PRESENTATIONS
 - A. Thering updates from Board of Trustees
 - B. Buckley updates from ZBA
 - C. Darin updates from Sidewalk and Pathways
7. PUBLIC COMMENT: Restricted to (3) minutes regarding items not on this agenda
8. NEW BUSINESS
 - A. **PSPR21-19 Graphics Central Addition 1580 Park Place – combination preliminary and final site plan application**
 - a. Updates from staff and the applicant
 - b. Commission deliberation and action (approval, denial, approval with conditions, or postpone action)
 - B. **Proposal to update the Private Road Ordinance No. 2000-09**
 - a. Introduction by staff
 - b. Discussion
 - C. **Proposal to update the Sidewalk and Pathway Ordinance No 2009-03**
 - a. Introduction by staff
 - b. Discussion

9. OTHER BUSINESS

10. EXTENDED PUBLIC COMMENT: Restricted to 5 minutes regarding any issue

11. FINAL BOARD COMMENT

12. ADJOURNMENT

CHARTER TOWNSHIP OF UNION
Planning Commission
Regular - Electronic Meeting Minutes

A regular-electronic meeting of the Charter Township of Union Planning Commission was held on October 19, 2021, as a virtual meeting through the Zoom meeting platform.

Meeting was called to order at 7:02 p.m.

Roll Call

Present:

Albrecht (location: Union Township, Isabella County, MI)
Buckley (location: Union Township, Isabella County, MI)
Darin (location: Union Township, Isabella County, MI)
Fuller (location: Union Township, Isabella County, MI)
LaBelle (location: Union Township, Isabella County, MI)
Lapp (location: Union Township, Isabella County, MI)
Shingles (location: City of Mt. Pleasant, Isabella County, MI)
Squatrito (location: City of Mt. Pleasant, Isabella County, MI)
Thering (location: Union Township, Isabella County, MI)

Others Present

Rodney Nanney, Community and Economic Development Director; Peter Gallinat, Zoning Administrator; Tera Green, Administrative Assistant

Approval of Agenda

Fuller moved **Lapp** supported to approve the agenda with an amendment under New Business, item 8.A. **Vote: Ayes: 9. Nays: 0. Motion Carried**

Approval of Minutes

LaBelle moved **Albrecht** supported to approve the regular meeting minutes from September 21, 2021, with a correction to the Roll Call Vote under New Business, item C. **Vote: Ayes: 9. Nays: 0. Motion carried.**

Correspondence / Reports/ Presentations

- A. Board of Trustees updates by Thering – Thering updated the commissioners on the Board of Trustee meetings and Public Hearings.
 - B. ZBA updates by Buckley –The October ZBA meeting was cancelled due to lack of agenda items; there will be no meeting in November.
 - C. Sidewalks and Pathway Prioritization updates by Darin – No updates given.
 - D. Presentation by David Coyne and James Bloomquist on a new Solar Energy Panel.
- David Coyne and James Bloomquist gave a presentation, proposing to increase the maximum height allowed for a new Solar Energy Panel Unit.

Public Comment

Open 7:50 p.m.

No comments were offered.

Closed 7:51 p.m.

New Business

A. PSPR21-18 County Jail Sheriff's Office – Final Site Plan Application

- a. Updates from staff and the applicant
- b. Commission deliberation and action (approval, denial, or approval with conditions)

Nanney provided updates to the Commissioners on the PSPR21-18 Final Site Plan Application for the new Isabella County Jail and Sheriff's Office. The applicants, Darrel DeHann of Integrated Architecture, Troy Grunder of Rowe Engineering, and Sheriff Main were available for questions from the Commissioners and to provide information from the Isabella County Road Commission.

Buckley moved **Fuller** supported to approve the PSPR21-18 final site plan from Isabella County for the new Isabella County Jail and Sheriff's Office on approximately 44.58 acres of land (parcel numbers 14-024-10-001-02 & -003-00) on the south side of E. Remus Rd. in the northwest quarter of Section 24 and in the R2-A (One- and Two-Family) zoning district, finding that the September 30, 2021 site plan can comply with applicable Zoning Ordinance requirements for final site plan approval, including Sections 14.2.P. (Required Site Plan information) and 14.2.S. (Standards for Site Plan Approval), subject to the following conditions:

1. The proposed temporary relief from sidewalk construction and proposed landscaping modification are approved as presented on the final site plan.
2. Provide the remaining documentation of outside agencies permits or approvals from the Township Public Services Department, Isabella County Road Commission, and State of Michigan to the Zoning Administrator prior to issuance of a building permit.
3. Provide the required documentation of compliance with the condition of the approved special use permit for "Completion of the...additional width, surface, and turnaround area improvements along the remaining length of E. Remus Rd. to US-127" to the Zoning Administrator prior to issuance of a building permit.

Roll Call Vote: Ayes: Albrecht, Buckley, Darin, Fuller, LaBelle, Lapp, Shingles, Squattrito and Thering. Nays: 0. Motion carried.

Extended Public Comments

Open – 8:56 p.m.

Jim Horton, Isabella County Commissioner, thanked the Planning Commission for taking the time and diligence to help the County out on the County Jail and Sheriff's Office and deliberating so thoroughly.

Closed – 8:57 p.m.

Final Board Comment

LaBelle – Commented on the Planning Commission’s agenda format

Darin – Appreciated Dave Coyne and the presentation on the new Solar Energy Panel Unit

Buckley – Echoed Darin’s comment on the presentation

Lapp – Inquired on the process of changing the Zoning Ordinance.

Darin – Asked about the construction on west M-20 near McGuirk’s.

Adjournment – Chairman Squattrito adjourned the meeting at 9:06 p.m.

APPROVED BY:

(Recorded by Tera Green)

Doug LaBelle – Secretary

Stan Shingles – Vice Secretary

DRAFT

Board Expiration Dates

Planning Commission Board Members (9 Members) 3 year term			
#	F Name	L Name	Expiration Date
1-BOT Representative	James	Thering	11/20/2024
2-Chair	Phil	Squatrito	2/15/2023
3-Vice Chair	Ryan	Buckley	2/15/2022
4-Secretary	Doug	LaBelle II	2/15/2022
5 - Vice Secretary	Stan	Shingles	2/15/2024
6	Tera	Albrecht	2/15/2024
7	Mike	Darin	2/15/2022
8	Alex	Fuller	2/15/2023
9	Jessica	Lapp	2/15/2023
Zoning Board of Appeals Members (5 Members, 2 Alternates) 3 year term			
#	F Name	L Name	Expiration Date
1- PC Rep	Ryan	Buckley	2/15/2022
2 - Chair	Andy	Theisen	12/31/2022
3 - Vice Chair	Liz	Presnell	12/31/2022
4 - Secretary	Judy	Lannen	12/31/2022
5 -	vacant seat		12/31/2022
Alt. #1	Brandon	LaBelle	12/31/2022
Alt. #2	vacant seat		2/15/2021
Board of Review (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Doug	LaBelle II	12/31/2022
2	Sarvjit	Chowdhary	12/31/2022
3	Bryan	Neyer	12/31/2022
Alt #1	Randy	Golden	12/31/2022
Construction Board of Appeals (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Colin	Herron	12/31/2021
2	Richard	Jakubiec	12/31/2021
3	Andy	Theisen	12/31/2021
Hannah's Bark Park Advisory Board (2 Members from Township) 2 year term			
1	Mark	Stuhldreher	12/31/2022
2	John	Dinse	12/31/2021
Chippewa River District Library Board 4 year term			
1	Ruth	Helwig	12/31/2023
2	Lynn	Laskowsky	12/31/2021



Board Expiration Dates

EDA Board Members (11 Members) 4 year term			
#	F Name	L Name	Expiration Date
1-BOT Representative	Bryan	Mielke	11/2024
2	Thomas	Kequom	4/14/2023
3	James	Zalud	4/14/2023
4	Richard	Barz	2/13/2025
5	Robert	Bacon	1/13/2023
6	Marty	Figg	6/22/2022
7	Sarvjit	Chowdhary	1/20/2022
8	Cheryl	Hunter	6/22/2023
9	Jeff	Sweet	2/13/2025
10	vacant seat		2/13/2021
11	David	Coyne	3/26/2022
Mid Michigan Area Cable Consortium (2 Members)			
#	F Name	L Name	Expiration Date
1	Kim	Smith	12/31/2022
2	vacant seat		
Cultural and Recreational Commission (1 seat from Township) 3 year term			
#	F Name	L Name	Expiration Date
1	Robert	Sommerville	12/31/2022
Sidewalks and Pathways Prioritization Committee (2 year term -PC Appointments)			
#	F Name	L Name	Expiration Date
1 - BOT Representative	Kimberly	Rice	11/20/2024
2 - PC Representative	Mike	Darin	8/15/2022
3 - Township Resident	Jeff	Siler	8/15/2024
4 - Township Resident	Jeremy	MacDonald	10/17/2022
5 - Member at large	Phil	Hertzler	8/15/2024
Mid Michigan Aquatic Recreational Authority (2 seat from Township) 3 year term			
#	F Name	L Name	Expiration Date
1 - City of Mt. Pleasant	John	Zang	12/31/2023
2 - City of Mt. Pleasant	Judith	Wagley	12/31/2022
1 -Union Township	Stan	Shingles	12/31/2023
2 - Union Township	Allison	Chiodini	12/31/2022
1- Mt. Pleasant Schools	Lisa	Diaz	12/31/2021

Charter Township of Union

APPLICATION FOR SITE PLAN REVIEW

Minor Site Plan

Preliminary Site Plan

Final Site Plan


A Completed Application will contain all the information required per the Zoning Ordinance, Section 14.2 (Site Plan Review).

Name of Proposed Development/Project <u>6,000 Sq Ft Addition to GrafX Central</u>	
Common Description of Property & Address (if issued) <u>GrafX Central</u> <u>1580 Park Place Mt. Pleasant MI 48858</u>	
Applicant's Name(s) <u>JBS Contracting Inc.</u>	
Phone/Fax numbers <u>989-773-0770</u>	Email <u>Twoodbury@jbscontracting.com</u>
Address <u>1680 Gover Parkway</u>	City: <u>Mt. Pleasant</u> Zip: <u>48858</u>

Legal Description: <input type="checkbox"/> Attached <input checked="" type="checkbox"/> Included on Site Plan	Tax Parcel ID Number(s): <u>14-01-30-001-13</u>
Existing Zoning: <u>B-4</u> Land Acreage: <u>1.58</u> Existing Use(s): <u>B & S-1 (No Change in Use)</u>	
<input type="checkbox"/> ATTACHED: Letter describing the project and how it conforms to Section 14.2.S. (Standards for Site Plan Approval)	

Firm(s) or Individuals(s) who prepared site plan(s)	1. Name: <u>Lorenz Surveying & Engineering</u> Phone: <u>989-644-5933</u> Email: <u>pete@lorenzse.com</u> 2. Address: <u>3229 W Beal City Rd</u> City: <u>Weidman</u> State: <u>MI</u> Zip: <u>48893</u> Contact Person: <u>Pete Lorenz</u> Phone <u>Same as Above</u>
Legal Owner(s) of Property. All persons having legal interest in the property must sign this application. Attach a separate sheet if more space is needed.	1. Name: <u>St. Andre Revocable Trust</u> Phone: <u>989-773-0551</u> Address: <u>1606 E Graylord St.</u> City: <u>Mt. Pleasant MI 48858</u> State: <u>MI</u> Zip: <u>48858</u> Signature: _____ Interest in Property: <u>Owner</u> 2. Name: _____ Phone: _____ Address: _____ City: _____ State: _____ Zip: _____ Signature: _____ Interest in Property: _____

I do hereby affirm that all the statements, signatures, descriptions, exhibits submitted on or with this application are true and accurate to the best of my knowledge and that I am authorized to file this application and act on behalf of all the owners of the property. 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. Approval of this plan shall not constitute the right to violate any provisions of the Zoning Ordinance or other applicable codes and ordinances.

 - Tim Woodbury 10/7/21
 Signature of Applicant JBS Contracting Inc. Date

Office Use Only

Application Received By: _____ Fee Paid: \$ _____
 Date Received: _____ Escrow Deposit Paid: \$ _____

Preliminary Site Plan Review Procedure

Each preliminary site plan application shall be made by filing one (1) completed and signed copy of the required application form, the required fee and any required escrow deposit, one (1) large (up to 24-inch by 36-inch maximum) printed site plan set, and eleven (11) paper copies and one (1) digital copy in .PDF format of the complete set of application materials and reduced 11-inch by 17-inch site plan sets at the Township Hall.

Effect of Preliminary Site Plan Approval

Approval of a preliminary site plan by the Planning Commission shall indicate its general acceptance of the proposed layout of buildings, streets, drives, parking areas, and other facilities and areas in accordance with the standards for preliminary site plan approval specified in subsection 14.2(S). The Planning Commission may, at its discretion and with appropriate conditions attached, authorize limited work to begin for soils exploration, incidental site clearing, and other preliminary site work as specified in the authorization.

Outside Agency Approvals

The applicant shall be responsible for obtaining all necessary permits or approvals from applicable outside agencies, prior to final site plan approval.

Final Site Plan Review Procedure

Each final site plan application shall be made by filing one (1) completed and signed copy of the required application form, the required fee and any required escrow deposit, one (1) large (up to 24-inch by 36-inch maximum) printed site plan set, and eleven (11) paper copies and one (1) digital copy in .PDF format of the complete set of application materials and reduced 11-inch by 17-inch site plan sets at the Township Hall.

Effect of Final Site Plan Approval

Approval of a final site plan by the Planning Commission constitutes the final zoning approval for the project and allows for issuance of a building permit to begin site work or construction, provided all other construction and engineering requirements have been met.

Minor Site Plan Review Procedure

A minor site plan application shall be made by filing one (1) completed and signed copy of the required application form, the required fee, and two (2) paper copies and one (1) digital copy in .PDF format of the complete set of application materials and site plans, at a maximum sheet size of 11 inches by 17 inches, at the Township Hall. The Zoning Administrator shall review the application materials and site plan for completeness, accuracy, and compliance with all applicable requirements and standards of this Ordinance and other Township ordinances.

The minor site plan shall be approved by the Zoning Administrator upon determination that all required information for the type of site plan has been provided per subsection 14.2(P), the site plan satisfies the applicable standards for site plan approval per subsection 14.2(S); and the site plan conforms to all other applicable requirements and standards of this Ordinance and other Township ordinances.

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: Grafx Central

Name of business owner(s): St. Andre Revocable Trust

Street and mailing address: 1606 E Gaylord St
Mt. Pleasant MI 48858

Telephone: _____

Fax: _____

Email: _____

I affirm that the information submitted is accurate.

Owner(s) signature and date:

Information compiled by:
JBS Contracting Inc. - Tim Woodbury
Tim Woodbury 10/7/21

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
X NONE				
KEY: LUQ. = liquid P.LIQ = pressurized liquid S = solids G = gas PG = pressurized gas AGT = above ground tank DM = drums UGT = underground tank Cy = cylinders CM = metal cylinders CW = wooden or composition container TP = portable tank				

Section 14.2 Site Plan Review (excerpts)

A. Purpose and Scope.

The purposes of this Section are to establish uniform requirements of procedure for review of site plans for new development in the Township; to confirm compliance with this Ordinance and other Township ordinances prior to the start of construction; and to ensure that development in the Township is consistent with the adopted policies of the Township’s Master Plan.

B. Authority.

Flexible standards have been established to ensure that the type of review and amount of required information is proportional to the project’s scale and intensity. The Planning Commission shall have the authority to review and take action on preliminary site plan and final site plan applications and the Zoning Administrator shall have authority to review and take action on minor site plan applications, all in accordance with this Section and Ordinance.

1. Preliminary site plan. Requirements for a preliminary site plan are intended to allow for review of the general character of the proposed use(s), general site layout, and location of structures and other site improvements; and to confirm that the overall development can conform to Ordinance requirements.
2. Final site plan. A final site plan is a set of engineering, architectural, and/or landscape design drawings that satisfy all applicable requirements of this Ordinance and outside agencies with jurisdiction, which are prepared by registered design professionals based on an approved preliminary site plan and depict all planned building, pedestrian access, parking, grading, drainage, infrastructure, exterior lighting, and other site improvement details for a given lot and development project.
3. Minor site plan. The reduced information requirements for a minor site plan submittal, as specified in Section 14.2(P) (Required Site Plan Information), are intended to allow for administrative review of a limited range of low intensity projects that do not include significant engineering or design details.

C. Site Plan Approval Required.

No permits shall be issued, no construction of or addition to any structure shall take place, and no land use for which site plan approval is required shall be established or expanded until all required site plans have been approved in accordance with this Section and Ordinance. Except as permitted in accordance with this Section, no grading, grubbing, cutting of trees or other vegetation, excavation, landfilling, or construction of improvements shall commence for any development for which site plan approval is required until all required site plans have been approved in accordance with the following:

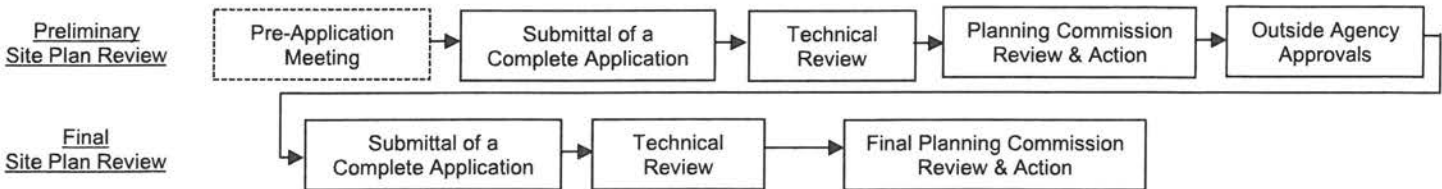
Site Plan Approval Required	Type of Approval Required			
	Preliminary Site Plan	Final Site Plan	Minor Site Plan	Exempt
Adult foster care large group homes, group child day care homes, and home-based limited businesses subject to special use permit approval in the zoning district per Section 3.			✓	
All other land uses subject to special use permit approval in the zoning district, and all land uses for which site plan approval is otherwise required by provisions of this Ordinance.	✓	✓		
Farm-based tourism and entertainment activities (agri-tourism), public stables, permanent auction facilities, and religious institutions as allowed in the Agricultural (AG) District per Section 3.	✓	✓		
Private off-road courses as allowed in the Agricultural (AG) District per Section 3.			✓	
Customary agricultural operations, private stables, and greenhouses as allowed in the Agricultural (AG) and Rural Residential (R-1) zoning districts per Section 3, provided that the structures and improvements shall conform to all applicable Ordinance standards.				✓
Construction, relocation or alteration of a two family (duplex) dwelling, detached single family dwelling or customary accessory structures on a single lot, provided that the structures and improvements shall conform to all applicable Ordinance standards.				✓

Site Plan Approval Required	Type of Approval Required			
	Preliminary Site Plan	Final Site Plan	Minor Site Plan	Exempt
Home occupations that conform to the requirements of Section 6.19.				✓
Family day care homes, adult foster care family homes and small group homes, and child foster family homes and family group homes, as licensed by the State of Michigan.				✓
Multiple-family residential buildings and uses, independent or dependent senior housing, assisted living facilities, nursing homes; homes for the aged, and religious institutions as allowed in the Residential Districts per Section 3.	✓	✓		
All land uses allowed in the Business Districts and Industrial Districts per Section 3.	✓	✓		
All planned unit development (PUD) projects, as approved by the Township Board in accordance with Section 3.18.	✓	✓		
Construction or expansion of buildings, equipment storage yards, and associated above-ground site improvements occupied by or intended for occupancy by essential services in any zoning district.	✓	✓		
The improvement, expansion, extension or abandonment of public or private overhead or underground utility lines or easements.				✓
Any development which would, if approved, provide for the establishment of more than one principal use or building on a lot.	✓	✓		
Establishment or alteration of a condominium subdivision of an existing building into separate units in accordance with the Condominium Act and Section 5.1 of this Ordinance provided that no new construction or alteration of existing buildings or site improvements are proposed or required, and compliance with the requirements and standards of this Ordinance will not be affected.			✓	
Establishment or alteration of any other condominium subdivision in accordance with the Condominium Act and Section 5.1.	✓	✓		
A change in use for an existing multiple-family, mixed use or non-residential building where the Zoning Administrator has determined that no new construction or alteration of the building or site improvements are required and compliance with the requirements and standards of this Ordinance will not be affected.			✓	
Any other change in use for an existing multiple-family, mixed use or non-residential building.	✓	✓		
Expansion of an existing multiple-family, mixed use or non-residential principal building of up to ten percent (10%) of the gross floor area, and any alterations that affect the exterior appearance, pedestrian access or function of the building without a floor area increase.			✓	
Expansion of an existing multiple-family, mixed use or non-residential principal building exceeding ten percent (10%) of the gross floor area.	✓	✓		
Relocation of a multiple-family, mixed use or non-residential building.	✓	✓		
Establishment or alteration of a multiple-family, mixed use or non-residential accessory use or structure where the Zoning Administrator has determined that compliance with the requirements and standards of this Ordinance will not be affected.			✓	
Any other establishment or alteration of any other multiple-family, mixed use or non-residential accessory use or structure,	✓	✓		
Expansion of any multiple-family, mixed use or non-residential off-street parking facility by up to 2,750 square feet.			✓	

Site Plan Approval Required	Type of Approval Required			
	Preliminary Site Plan	Final Site Plan	Minor Site Plan	Exempt
Expansion of any multiple-family, mixed use or non-residential off-street parking facility exceeding 2,750 square feet.	✓	✓		
Construction, extension or alteration of a private road, as authorized by Ord. No. 2009-09, that is located outside of a subdivision plat.	✓	✓		
Incidental changes during construction due to unanticipated site constraints or outside agency requirements, and minor landscaping changes or species substitutions, consistent with an approved final site plan.			✓	
Incidental building modifications that do not significantly alter the facade, height or floor area of a multiple-family, mixed use or non-residential building.			✓	
Changes to a site required to comply with State Construction Code requirements.			✓	
Sidewalk or pedestrian pathway construction, or barrier-free improvements.			✓	
Construction of fences, exterior lighting improvements, or installation of screening around a waste receptacle, mechanical unit or similar equipment for a multiple-family, mixed use or non-residential use.			✓	
Re-occupancy of an existing multiple-family, mixed use or non-residential building that has been vacant for more than 365 calendar days, provided that no variances to the requirements of this Ordinance are required and the proposed use will be conducted within a completely enclosed building, and will not require access changes or other substantial modifications to the existing site.			✓	

1. Extraction operations. For extraction operations as authorized under the Township’s Extraction Ordinance No. 20-01, Planning Commission approval of an Extraction Permit and associated mining and reclamation plans shall also constitute site plan approval for the use under this Ordinance.
2. Mobile home parks. Construction, expansion or alteration of a mobile housing park shall be subject to preliminary plan approval in accordance with Section 3.12 and the procedures and standards established under Section 11 of the Mobile Home Commission Act (Public Act 96 of 1987, as amended), as summarized below:
 - a. The preliminary plan shall include the location, layout, general design, and general description of the project. The preliminary plan shall not include detailed construction plans.
 - b. In preparing the preliminary plan and when reviewing the plan, the developer and Planning Commission shall generally follow the review procedure outlined in this Section for preliminary site plan approval, where applicable, except where pre-empted by requirements of the Mobile Home Commission Act or Manufactured Housing Rules.
 - c. Pursuant to Section 11 of the Mobile Home Commission Act, the Planning Commission shall take action on the preliminary plan within 60 days after the Township officially receives the plan.

D. Summary of the Site Plan Review Processes.



NOTE: Applicant may combine preliminary and Final Site Plan Review, per Section 14.2(M)

P. Required Site Plan Information.

The following minimum information shall be included with any application for site plan approval, except where the Township Planner, Zoning Administrator or Planning Commission determines that an item of information is not applicable or necessary for review of the site plan:

Minimum Site Plan Information	Minor Site Plan	Preliminary Site Plan	Final Site Plan
SITE PLAN DESCRIPTIVE INFORMATION			
Name, address, and other contact information for the applicant and property owners, along with proof of ownership and signed consent if applicant is not the owner.	●	●	●
Name, address, and other contact information of the firm or individual preparing the site plan. Site plans prepared by an architect, community planner, engineer, landscape architect or land surveyor shall bear the individual's professional seal.	●	●	●
A final site plan shall be prepared and sealed by an architect, engineer, landscape architect or land surveyor registered in the State of Michigan.			●
Location, address(es), and tax identification number(s) of subject parcel(s); dimensions of the site, and the gross and net land area.	●	●	●
Legal description(s) of the subject parcel(s).		●	●
Legal description of the proposed development site and any non-contiguous open space area(s), if different from the subject parcel(s), with lot line angles or bearings indicated on the plan. Dimensions, angles, and bearings shall be based upon a boundary survey prepared by a registered surveyor.		●	●
Details of existing and proposed covenants or other restrictions imposed upon land or buildings, including bylaws, deed restrictions, and articles of incorporation for a cooperative, condominium, or homeowners' association.			●
Description of applicant's intentions regarding selling or leasing of all or portions of land, dwelling units or building spaces.		●	●
Residential projects: Gross and net dwelling unit density, lot area per dwelling unit, and a schedule of the number, sizes (bedrooms, floor areas), and types of dwellings.		●	●
A detailed use statement describing proposed use(s); including land or building areas for each use, number of units, number of anticipated employees, or other applicable information to verify Ordinance compliance.	●	●	●
SITE PLAN DATA AND NOTES			
Minor site plans shall be drawn to a scale appropriate for the sheet size and of such accuracy that the Zoning Administrator can readily interpret the plan.	●		
Preliminary and final site plans shall be drawn to an engineer's scale not greater than 1:50 and legible at the required sheet size. For a large development shown in sections on multiple sheets, one overall composite sheet shall be provided for clarity.		●	●
Vicinity map showing the general location of the site, map scale, north arrow, initial plan date, and any revision date(s).	●	●	●
Existing zoning classification(s) for the subject parcel(s) and surrounding parcels (including across road rights-of-way).		●	●
Owners' names, existing uses, and location of structures, drives, and improvements on surrounding parcels (including across rights-of-way).		●	●
Identification of all adjacent property in which the applicant(s), developer(s), or owner(s) have an ownership interest.		●	●
Dimensions of all property boundaries and interior lot lines.	●	●	●
Calculations for parking, lot coverage, total ground floor area, and other applicable Ordinance requirements.	●	●	●

Minimum Site Plan Information	Minor Site Plan	Preliminary Site Plan	Final Site Plan
EXISTING CONDITIONS			
Location of existing structures, fences, and driveways on the subject property, with notes regarding their preservation or alteration.	●	●	●
Location of existing walls, signs, utility poles and towers, pipelines, excavations, bridges, culverts, and other site features on the subject property, with notes regarding their preservation or alteration.		●	●
SITE PLAN DETAILS			
Delineation of required yards, and other setback areas and open space.	●	●	●
Identification of general location(s) and area(s) of each development phase; and the planned construction program and schedule for each development phase.		●	●
Location, width, purpose, and description of all existing and proposed easements and rights-of-way on or adjacent to the site.	●	●	●
Location, type, area, height, and lighting specifications of proposed signs.	●		●
An exterior lighting plan with all existing and proposed lighting locations, heights from grade, specifications, lamps types, and methods of shielding.	●		●
Location, area, and dimensions of any outdoor sales, display or storage areas.	●	●	●
Location of proposed outdoor waste receptacle enclosures; with size, elevation, and vertical cross-section showing materials and dimensions; indication how recycling will be implemented.		●	●
BUILDING DESIGN AND ORIENTATION			
Location, outline, ground floor area, and height of proposed structures; and of existing structures to remain on-site.	●	●	●
Dimensions, number of floors, and gross and net floor area of proposed principal buildings; and of existing principal buildings to remain on-site.		●	●
Separation distances between adjacent buildings, and between buildings and adjacent lot boundaries.		●	●
Detailed exterior building façade elevation drawings for all proposed dwellings, principal buildings, and additions, drawn to an appropriate scale and indicating types, colors, and dimensions of finished wall materials.		●	●
Finished floor elevations and contact grade elevations for proposed principal buildings and existing principal buildings to remain on-site, referenced to a common datum acceptable to the Township Engineer.			●
ACCESS AND CIRCULATION			
Locations, layout, surface type, centerlines, road pavement and right-of-way widths, and indication of public or private road status for all existing and proposed roads and access drives serving the site.		●	●
Conceptual locations, layout, and surface type for all parking lots, sidewalks, and pedestrian pathways within and accessing the site.	●	●	●
Locations and dimensions of vehicle access points, and distances between adjacent or opposing driveways and road intersections.	●	●	●
Details of the location, width, and paving of proposed sidewalks and pedestrian ways, including alignment, cross section, connections to existing or planned off-site facilities, and easement or right-of-way dedications.	●		●
Parking space dimensions, pavement markings, and traffic control signage.	●	●	●

Minimum Site Plan Information	Minor Site Plan	Preliminary Site Plan	Final Site Plan
Parking space angles; maneuvering aisle, island, and median dimensions; surface type; fire lanes; drainage patterns; location of loading areas; and typical cross-section showing surface, base, and sub-base materials.		●	●
Identification of proposed names for new public or private roads serving the site.		●	●
Spot elevations for existing roads on and adjacent to the subject parcel(s), including surface elevations at intersections with the internal roads and drives serving the proposed development; curve-radii and road grades; location and details of curbs, and turning lanes; and typical road cross sections showing surface, base, and sub-base materials and dimensions.			●
NATURAL FEATURES AND OPEN SPACE AREAS			
A general description and preliminary delineation of existing natural features on and abutting the site.		●	●
Details of all existing natural features on the site; indications of features to be preserved, removed, or altered; and any mitigation measures as may be required by Township ordinance or state statute.			●
Outdoor open space and recreation areas; location, area, and dimensions.		●	●
Description of the organization that will own and maintain open space and recreation areas, and a long-term maintenance plan for such areas.			●
SCREENING AND LANDSCAPING			
General layout of proposed landscaping and screening improvements; including plantings, topographic changes, and similar features.	●	●	●
A detailed landscape plan, including location, size, quantity and type of proposed plant materials and any existing plant materials to be preserved.			●
Planting list for all landscape materials, with the method of installation, botanical and common name, quantity, size, and height at planting.			●
Landscape maintenance plan, including notes regarding replacement of dead or diseased plant materials.			●
Proposed fences, walls, and other screening devices, including typical cross section, materials, and height above grade.	●	●	●
Screening methods for any waste receptacle areas, ground-mounted generators, transformers, mechanical (HVAC) units, and similar devices.	●	●	●
UTILITIES, STORMWATER MANAGEMENT, AND GRADING			
General layout of existing and proposed water supply systems, sanitary sewerage or septic systems, and stormwater management facilities.		●	●
Details of the location, layout, and size or capacity of the existing and proposed potable water supply and sewage treatment and disposal facilities serving the site, including line sizes, inverts, hydrants, flow patterns, manholes, and catch basins.			●
Location, size, and slope of proposed detention or retention ponds; and location and size of underground tanks and drain lines where applicable.			●
Calculations for capacity of stormwater management and drainage facilities.			●
Location and size of existing and proposed telephone, gas, electric, and similar utility lines and surface-mounted equipment.			●
General areas of intended filling or cutting.		●	●
Directional arrows showing existing and proposed drainage patterns on the lot.	●		●

Minimum Site Plan Information	Minor Site Plan	Preliminary Site Plan	Final Site Plan
A detailed grading plan, with details of proposed filling or cutting, existing and proposed topography at a minimum of two (2) foot contour levels, stormwater runoff drainage patterns, and a general description of grades within 100 feet of the site. All finished contour lines are to be connected to existing contour lines within the site or at the parcel boundaries.			●
Locations, dimensions, and materials of proposed retaining walls, with fill materials and typical vertical sections.		●	●
Description of measures to control soil erosion and sedimentation during construction operations, and until permanent groundcover is established.			●
Other information as requested by the Township Planner, Zoning Administrator or Planning Commission to verify compliance with the standards and conditions imposed by this Ordinance, the policies of the Township Master Plan, and other applicable Township ordinances or state statutes.	●	●	●

Q. Expiration and Extension of Site Plan Approval.

Site plan approvals shall expire and may be extended in accordance with the following:

1. Expiration of preliminary site plan approval. Approval of a preliminary site plan shall be valid for a period of 545 calendar days from the date of approval and shall expire and be of no effect unless an application for final site plan approval for all or part of the area included in the approved preliminary site plan is filed with the Township Clerk within that time period.
2. Expiration of final site plan approval. A final site plan shall expire and be of no effect unless construction has begun on the property and is diligently pursued in conformance with the approved final site plan within 545 calendar days of the final site plan approval.
3. Extension of preliminary or final site plan approval. The Planning Commission may, at its discretion and upon written request and showing of good cause by the applicant, grant an extension of a preliminary or final site plan approval for up to 365 calendar days, provided that site conditions have not changed in a way that would affect the character, design or use of the site, and that the approved site plan remains in conformance with applicable provisions of this Ordinance.
4. Expiration of Minor Site Plan Approval. A minor site plan shall expire and be of no effect unless, within 365 calendar days of approval, appropriate permits have been approved, construction has begun on the property, and such work is diligently pursued in conformance with the approved minor site plan. No extensions of minor site plan approval shall be granted by the Zoning Administrator.

R. Phasing of Development.

The applicant may divide the development into two (2) or more phases. Phasing shall be subject to the following requirements:

1. In the case of a phased development, the preliminary site plan shall cover the entire property involved and shall clearly indicate the location, size, and character of each phase.
2. In the case of a phased development, a final site plan shall be submitted for review and approval for each phase.
3. A phase shall not be dependent upon subsequent phases for safe and convenient vehicular and pedestrian access, adequate utility services, or open spaces and recreation facilities, and shall be capable of substantial occupancy, operation, and maintenance upon completion of construction and development.
4. The Township Planner or Planning Commission may require the applicant to post an acceptable performance guarantee to ensure that vehicular and pedestrian ways, utility services, open space and recreation facilities, and other amenities and infrastructure planned for later phases of the development are completed in a timely fashion.

S. Standards for Site Plan Approval.

In reviewing a minor, preliminary or final site plan, the Zoning Administrator or Planning Commission shall determine that the following standards are met, as applicable to the type of site plan:

Standards for Site Plan Approval	Minor Site Plan	Preliminary Site Plan	Final Site Pan
The applicant is legally authorized to apply for site plan approval, and all required information has been provided.	●	●	●
The proposed development conforms to the applicable standards and conditions imposed by this Ordinance and other applicable Township ordinances.	●	●	●
The final site plan is consistent with the policies of the Master Plan and other adopted Township planning documents, and with the approved preliminary site plan.			●
The proposed development will be harmonious with and not harmful, injurious, or objectionable to the environment or land uses in surrounding area.	●	●	●
The proposed development respects natural topography, floodways, and floodplains; and minimizes the amount and extent of cutting and filling.		●	●
Organic, wet, or other soils that are not suitable for development will be undisturbed or modified in such fashion as to make development feasible.		●	●
The movement of the vehicular and pedestrian traffic within the site and in relation to access streets and sidewalks will be safe and convenient.	●	●	●
The proposed development is adequately coordinated with improvements serving the area, and with other existing or planned development in the vicinity.		●	●
Satisfactory and harmonious relationships will exist between the proposed development and the existing and planned development of contiguous lands and the surrounding area, including provisions for proper extensions of public roads and sidewalks through the development in accordance with the Township ordinances.		●	●
Development phases are in logical sequence so that any phase will not depend upon a subsequent phase for access, utilities, drainage or erosion control.		●	●
The plan, including all engineering drawings, meets Township standards for fire and police protection, water supply, sewage disposal or treatment, storm drainage, and other public facilities and services.			●
The drainage plan conforms to applicable drainage and stormwater management standards, and any proposed improvements are adequate to handle anticipated stormwater runoff and accommodate upstream drainage without causing undue runoff on to neighboring property or overloading of area watercourses.			●
Proposed screening, buffering, and landscaping improvements are adequate for the location and intended purpose and conform to the standards of this Ordinance.	●		●
Exterior lighting conforms to Ordinance requirements and standards, and will not adversely affect adjacent or neighboring properties or traffic on adjacent roads.	●		●
The parking layout and vehicular circulation patterns and access points to the site are adequate to serve the proposed uses and will not adversely affect the flow of traffic on adjacent roads or create pedestrian-vehicle conflicts.	●		●
Grading or filling will not destroy or adversely affect the character of the property, adjacent properties or the surrounding area.			●
Erosion will be controlled during and after construction and will not adversely affect adjacent or neighboring property or public facilities or services.			●
The plan meets applicable standards of governmental agencies with jurisdiction, and necessary outside agency approvals have been obtained or are assured.	●		●

PERMIT INFORMATION CHECKLIST FOR FINAL SITE PLANS

Michigan.gov/EGLEpermits

The Michigan Department of Environment, Great Lakes, and Energy (EGLE) has prepared a list of key questions to help identify what EGLE 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 EGLE, 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: Michigan.gov/EHSguide. Please call the Environmental Assistance Center at 800-662-9278 to talk with any of the EGLE programs noted below. [insertions and edits by Union Township]

How Do I Know that I Need a State of Michigan, County or Local Permit or Approval?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
1) 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)? Air Quality Permit to Install, Air Quality Division (AQD), <u>Permit Section</u>	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
2) 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. Asbestos Notification, AQD, <u>Asbestos Program</u> , 517-284-6777	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
3) Please consult the <u>Permitting at the Land and Water Interface 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?). Land and Water Featured Programs (Water Resources Division - WRD) - <u>Joint Permit Application</u> , 517-284-5567:		
a. 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"/>
b. 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"/>
c. 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"/>
d. Does the project involve construction of a dam, weir or other structure to impound flow?	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
4) Does the project involve an earth change activity (including land balancing, demolition involving soil movement, and construction) or 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? Union Township and Isabella County	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
5) Does the project involve the construction or alteration of a water supply system system? Union Township Public Services Department and <u>Drinking Water & Environmental Health Division (DWEHD)</u> , 517-284-6524	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
6) Does the project involve construction or alteration of any sewage collection or treatment facility? Union Township Public Services Department and <u>WRD, Part 41 Construction Permit Program (staff)</u> , 906-228-4527, or <u>EGLE District Office</u>	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
7) Public Swimming Pool Construction (Spas/Hot Tubs) Permits: Will your business involve the construction or modification of a public swimming pool, spa or hot tub? Union Township and Public Swimming Pool Program , 517-284-6541, or <u>EGLE District Office</u>	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
8) Does the project involve the construction or modification of a campground? Union Township and DWEHD,Campgrounds program , 517-284-6529	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>

9) Does the project involve construction of a facility that landfills, transfers, or processes of any type of solid non-hazardous waste on-site, or places industrial residuals/sludge into or onto the ground? Materials Management Division (MMD), <u>Solid Waste</u> , 517-284-6588, or <u>EGLE District Office</u>	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
10) Does the project involve the construction of an on-site treatment, storage, or disposal facility for hazardous waste? MMD, Hazardous Waste Section, <u>Treatment, Storage and Disposal</u> , 517-284-6562	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
Who Regulates My Drinking (Potable) Water Supply?		
11) I am buying water from the municipal water supply system Contact the Union Township Public Services Dept. <i>Existing Water Supply?</i>	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
12) I have a Non-Community Water Supply (Type II) <u>Guide</u> , <u>Contact (District or County) Local Health Department</u> , 517-485-0660	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
13) I am a community water supply (Type I) <u>Community Water Supply</u> , <u>DWEHD District Office Community Water Supply Program</u> , 517-284-6512	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
14) Do you desire to develop a <u>withdrawal of over 2,000,000 gallons of water per day</u> from any source including groundwater, inland surface water, or the Great Lakes and their connecting waterways? WRD, Great Lakes Shorelands Unit, Water Use Program, 517-284-5563	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
Who Regulates My Wastewater Discharge System?		
15) NPDES: Does the project involve the discharge of any type of wastewater to a storm sewer, drain, lake, stream, or other surface water? WRD, <u>EGLE District Office</u> , or <u>National Pollutant Discharge Elimination (NPDES) Permit Program</u> , 517-284-5568	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
16) 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? WRD, <u>Permits Section</u> , or <u>EGLE District Office</u> , 517-284-5588	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
17) Does the project involve the discharge of wastewaters into or onto the ground (e.g. subsurface disposal or irrigation)? WRD, <u>Groundwater Permits Program</u> , 517-290-2570	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
18) Does the project involve the drilling or deepening of wells for waste disposal? <u>Oil, Gas and Minerals Division (OGMD)</u> , 517-284-6841	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
What Operational Permits Are Relevant to My Operation and Air Emissions?		
19) Renewable Operating Permit: 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? AQD, <u>Permit Section</u> , 517-284-6634	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
20) Does your facility have an electric generating unit that sells electricity to the grid and burns a fossil fuel? AQD, <u>Acid Rain Permit Program</u> , 517-780-7843	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
What Operational Permits Are Relevant to My Waste Management?		
21) 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? <u>MMD</u> , 517-284-6588 or <u>EGLE District Office</u>	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
22) Does the project involve the on-site treatment, storage, or disposal of hazardous waste? MMD, <u>Hazardous and Liquid Waste</u> , 517-284-6562	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
23) Does the project require a site identification number (EPA number) for regulated waste activities (used oil, liquid waste, hazardous waste, universal waste, PCBs)? (<u>Hazardous Waste Program Forms & License Applications</u>) MMD, <u>EGLE District Office</u> , 517-284-6562	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>

24) Does the project involve the receipt, possession, manufacture, use, storage, transport, transfer, release, or disposal of radioactive material in any form? MMD, <u>Radioactive Material and Standards Unit</u> , 517-284-6581	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
25) Does the project involve decommissioning or decontamination of tanks, piping, and/or appurtenances that may have radioactive levels above background? MMD, <u>Radioactive Material and Standards Unit</u> , 517-284-6581	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
26) Does the project involve the generation of medical waste or a facility that treats medical waste prior to its disposal? MMD, <u>Medical Waste Regulatory Program</u> , 517-284-6594	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
What Sector-Specific Permits May be Relevant to My Business?		
Transporters	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
27) Does the project involve the <i>transport</i> of some other facility's non-hazardous liquid waste? MMD, <u>Transporter Program</u> , 517-284-6562	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
28) Does the project involve the <i>transport</i> of hazardous waste? MMD, <u>Transporter Program</u> , 517-284-6562	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
29) Do you engage in the business of transporting bulk water for drinking or household purposes (except for your own household use)? DWEHD, <u>Water Hauler Information</u> , 517-284-6527	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
30) Does the project involve <i>transport</i> of septic tank, cesspool, or dry well contents or the discharge of septage or sewage sludge into or onto the ground? DWEHD, <u>Septage Program</u> , 517-284-6535	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
31) Do you store, haul, shred or process <i>scrap tires</i> ? MMD, <u>Scrap Tire Program</u> , 517-284-6586	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
Sectors	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
32) Is the project a <i>dry cleaning</i> establishment utilizing perchloroethylene or a flammable solvent in the cleaning process? AQD, <u>Dry Cleaning Program</u> , 517-284-6780	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
33) Does your <i>laboratory</i> test potable water as required for compliance and monitoring purposes of the Safe Drinking Water Act? <u>Laboratory Services Certifications</u> , 517-284-5424	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
34) Does the project involve the operation of a <i>public swimming pool</i> ? DWEHD, <u>Public Swimming Pools Program</u> , 517-284-6529	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
35) Does the project involve the operation of a <i>campground</i> ? Union Township and DWEHD, <u>Campgrounds</u> , 517-284-6529	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
What Permits Do I Need to Add Chemicals to Lakes and Streams?		
36) 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)? WRD, <u>Aquatic Nuisance Control</u> , 517-284-5593	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
37) 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)? WRD, <u>Surface Water Assessment Section</u> , 517-331-5228	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>

Why would I be subject to Oil, Gas and Mineral Permitting?	
38) Do you want to operate a central production facility (applies to oil and gas production facilities where products of diverse ownership are commingled)? OGMD, <u>Petroleum Geology and Production Unit</u> , 517-284-6826	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>
39) Does the project involve the removal of sand from a sand dune area within two (2) miles of a Great Lakes shoreline? OGMD, Minerals and Mapping Unit, <u>Sand Dune Mining Program</u> , 517-284-6826	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>
40) Does the project involve decommissioning or decontamination of tanks, piping, and/or appurtenances that may have radioactive levels above background? MMD, <u>Radioactive Protection Programs</u> , 517-284-6581	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>
<u>Petroleum & Mining</u> , OGMD, 517-284-6826	
41) 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"/>
42) Does the project involve the surface or open-pit mining of metallic mineral deposits?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>
43) 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"/>
44) Does the project involve mining coal?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>
45) Does the project involve changing the status or plugging of a mineral well?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>
46) 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"/>

Contact **Union Township** and EGLE Permits & Bonding, OGMD, 517-284-6841



Site Plan Review Process:

Contact Information for Outside Agencies

Required Agency Contact Information

Mt. Pleasant Fire Department

Lt. Brad Doecker
804 E. High St.
Mt. Pleasant, MI 48858
Office: 989-779-5122
Cell Phone: 989-506-1442.
Email: bdoecker@mt-pleasant.org

Isabella County Drain Office – Stormwater Management

Timothy A. Warner, Project Manager
Rm 140, 200 N. Main Street
Mt. Pleasant, MI 48858
Ph# (989) 772-0911, ext. 222
Fax# (989) 779-8785
Email: twarner@isabellacounty.org

Charter Township of Union Department of Public Services

Kim Smith, Public Works Department Director
5228 South Isabella Road
Mt. Pleasant, MI 48858
Phone (989) 772-4600 ext. 224
Fax (989) 773-1988
ksmith@uniontownshipmi.com

Isabella County Road Commission

Patrick J. Gaffney, PE, Engineer Superintendent
2261 E. Remus Rd.
Mt. Pleasant, MI 48858
989-773-7131 x115
989-772-2371 fax
pgaffney@isabellaroads.com

Isabella County Transportation Commission

Rick Collins, Executive Director
2100 E. Transportation Dr.
Mt. Pleasant, MI 48858
Phone 989-773-6766
Fax 989-773-1873
rcollins@ictcbus.com

Optional Agency Contact Information

Michigan Transportation Department (Only required when work done in M-20 ROW) *

Ben Burrows
Mt. Pleasant TSC
1212 Corporate Drive
Mount Pleasant, MI 48858
989-775-6104 ext. 305
burrowsb@michigan.gov

City of Mt. Pleasant - Division of Public Works (Only required for Mt Pleasant city water/sewer) *

Stacie Tewari, P.E., LEED® AP
City Engineer
1303 N. Franklin Avenue
Mt. Pleasant, MI 48858
Phone: 989.779.5404
Fax: 989.772.6250
stewari@mt-pleasant.org

Isabella County Soil Erosion & Sedimentation Control

200 N. Main St.
Mt. Pleasant, MI 48858
989-317-4061

Central Michigan District Health Department

2012 E. Preston
Mt. Pleasant, MI 48858
989-773-5921

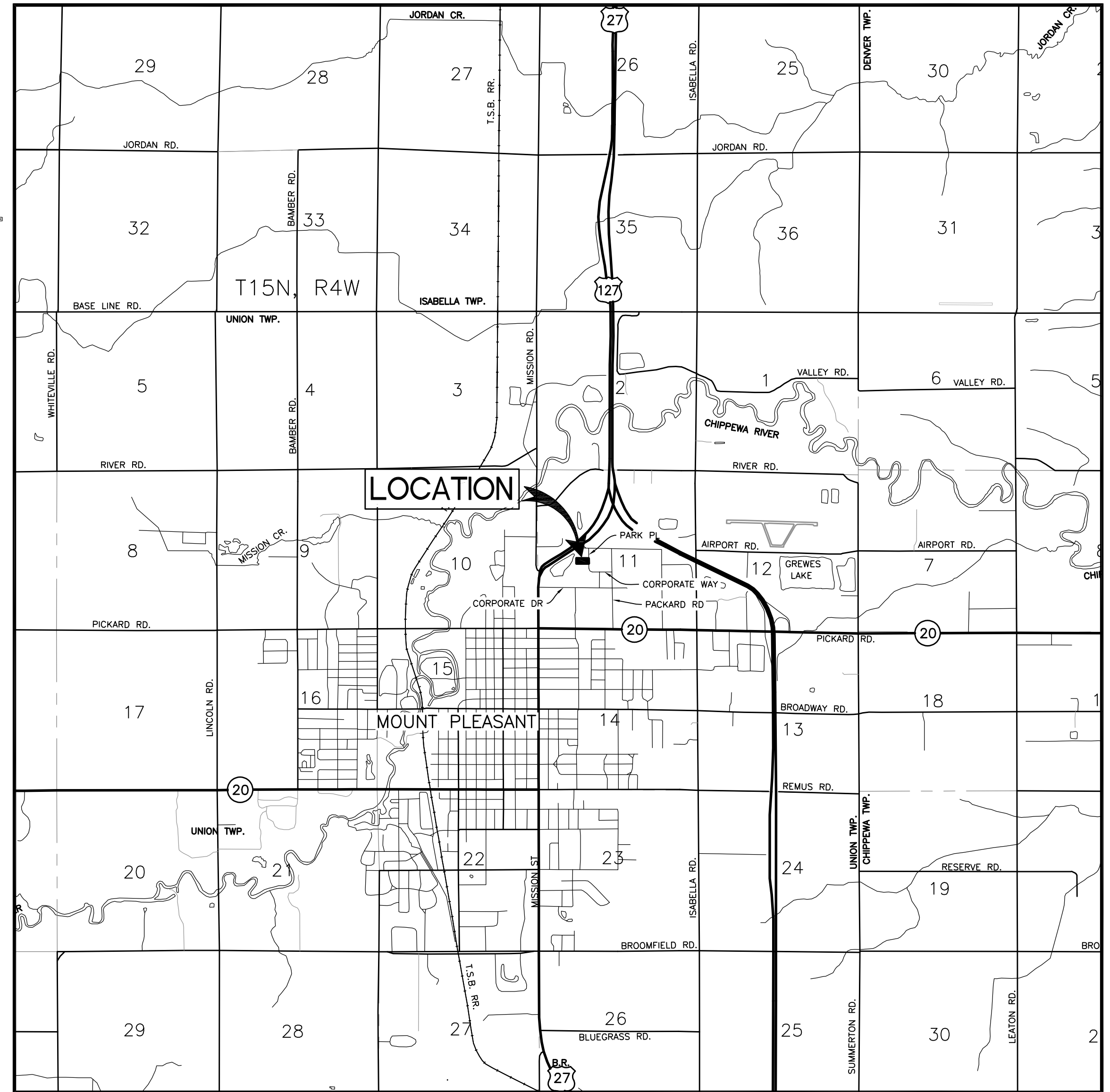
DTE

111 E. Pickard St.
Mt Pleasant, MI 48858
989-772-9061

Miss Dig

1-800-482-7171

LOCATION MAP
NO SCALE



ZONING REQUIREMENTS	
ZONED: B-4 GENERAL BUSINESS	
LOT STANDARDS	
MINIMUM LOT WIDTH	80 FEET
MINIMUM LOT AREA	12,000 SQ. FT.
MAX. LOT COVERAGE	30%
MAX. BUILDING HEIGHT	35 FEET
MINIMUM SETBACKS	
FRONT YARD:	50 FEET (I)
SIDE YARD:	20 FEET (J)
REAR YARD	25 FEET (J)
MAXIMUM BUILDING HEIGHT	
	35 FEET
MAXIMUM LOT COVERAGE BY ALL BUILDINGS	
	30%
I. OFF-STREET PARKING SHALL BE PERMITTED TO OCCUPY A PORTION OF THE REQUIRED FRONT YARD, PROVIDED THAT THERE SHALL BE MAINTAINED A MINIMUM LANDSCAPE SETBACK OF TEN (10) FEET BETWEEN THE NEAREST POINT OF THE OFF-STREET PARKING AND THE NEAREST ROAD RIGHT-OF-LINE AS INDICATED ON THE MASTER THOROUGHFARE PLAN.	
J. A FORTY (40) FOOT SIDE AND REAR YEAR SETBACK SHALL BE PROVIDED WHEN ABUTTING A RESIDENTIAL DISTRICT.	

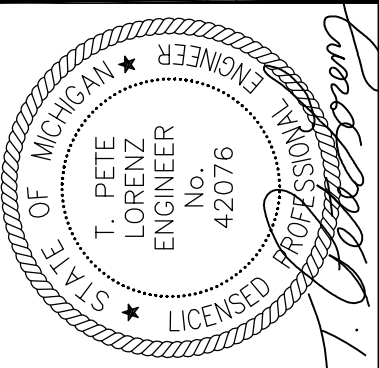
SHEET INDEX	
SHEET INDEX	SHEET TITLE
C1	COVER SHEET
C2	TOPOGRAPHIC SURVEY
C3	SITEPLAN
C4	GRADING PLAN
C5	STORM WATER MANAGEMENT PLAN
C6	WATER MAIN PLAN & PROFILE
C7	SOIL EROSION CONTROL PLAN

PROPERTY DESCRIPTION

WARRANTY DEED, LIBER 1817, PAGE 184
PART OF THE NORTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 11, T14N, R4W, UNION TOWNSHIP, ISABELLA COUNTY, MICHIGAN, DESCRIBED AS BEGINNING AT A POINT ON THE WEST-N & S 1/8 LINE, WHICH IS N 87°10'57" W, 1320.20 FEET ALONG THE EAST & WEST 1/4 LINE AND S 00°42'00" W, 340.06 FEET ALONG SAID WEST-N & S 1/8 LINE FROM THE INTERIOR 1/4 CORNER OF SAID SECTION 11; THENCE S 00°42'00" W, 170.00 FEET ALONG THE WEST-N & S 1/8 LINE; THENCE S 87°10'57" E, 405.06 FEET TO THE CENTERLINE OF PARK PLACE; THENCE N 00°42'00" E, 170.00 FEET ALONG SAID CENTERLINE; THENCE N 87°10'57" W, 405.06 FEET TO THE POINT OF BEGINNING, SUBJECT TO THE USE OF THE EASTERLY 33.00 FEET THEREOF AS PARK PLACE AND SUBJECT TO THE USE OF THE WESTERLY 66.00 FEET THEREOF AS AN INGRESS-EGRESS EASEMENT.

PLAN ISSUE:	
NO.	DESCRIPTION
	PERMIT

REVISIONS	
NO.	DESCRIPTION



PREPARED FOR

JBS CONTRACTING, INC (GENERAL CONTRACTOR)
MR. JOHN STADTFELD
P.O. BOX 370
MT. PLEASANT, MI 48804-0370
PHONE: (989) 773-0770

PROPERTY INFORMATION

ADDRESS
1580 PARK PLACE
MT. PLEASANT, MI 48858

PARCEL NUMBER
14-011-30-001-13

BENCHMARKS

BM #1
FOUND CHISELED "X" ON SOUTHWEST FLANGE BOLT ON TOP FLANGE OF FIRE HYDRANT.
ELEV. = 755.68'

PROPERTY OWNER

ST. ANDRE REVOCABLE TRUST
1606 E. GAYLORD STREET
MT. PLEASANT, MI 48858
JEREMY ST. ANDRE
PHONE: (989) 773-0551

COVER SHEET

GRAFX CENTRAL
Section 11, T14N., R4W, Union Township,
Isabella County, Michigan

LEGEND			
⊙	DRAINAGE MANHOLE	Δ ^{CP #1000}	CONTROL POINT
□	CATCH BASIN	Δ ^{BM #1}	BENCHMARK
▽	CULVERT END SECTION	┆	FLAG POLE
⊙	SANITARY SEWER MANHOLE	⊙	UTILITY POLE
⊙	SANITARY SEWER CLEANOUT	┆	GUY ANCHOR
⊙	FORCE MAIN CLEANOUT	⊙	ELECTRICAL TRANSFORMER
┆	SIGN - SINGLE POST	⊙	ELECTRIC METER
┆	SIGN - DOUBLE POST	⊙	ELECTRICAL MANHOLE
⊙	FIRE HYDRANT	⊙	ELECTRICAL VAULT
⊙	WATER VALVE	⊙	PEDESTRIAN SIGNAL
⊙	CURB STOP	☆	LIGHT POLE
⊙	WATER METER	◀	WALL PACK LIGHT
⊙	WATER WELL	⊙	A.C. COMPRESSOR
⊙	WATER MANHOLE	⊙	ELECTRICAL PANEL
⊙	YARD HYDRANT	⊙	MONITORING WELL
⊙	IRRIGATION VALVE	⊙	GAS VALVE
*	IRRIGATION SPRINKLER HEAD	⊙	GAS METER
⊙	GOVERNMENT CORNER	⊙	TELEPHONE VAULT
●	FOUND PROPERTY CORNER	⊙	TELEPHONE MANHOLE
■	FOUND CONCRETE MONUMENT	⊙	PEDESTAL
▲	FOUND PK OR MAG NAIL	⊙	CABLE VAULT
○	SET CAPPED IRON #46677	⊙	HANDHOLE
Δ	SET MAG NAIL	⊙	POST
⊙	BOLLARD	⊙	MAILBOX
⊙	DECIDUOUS TREE	⊙	CONIFEROUS TREE
⊙	BUSH OR SHRUB	⊙	STUMP
—ST—	STORM SEWER	—SN—	SANITARY SEWER
—OH—	OVERHEAD WIRE	—G—	GAS LINE
—E—	ELECTRIC LINE	—P—	PHONE LINE
—TV—	CABLE TV LINE	—W—	WATER LINE
—F—	FENCE LINE	—X—	TREELINE
[Pattern]	EXISTING ASPHALT	[Pattern]	EXISTING CONCRETE
[Pattern]	EXISTING GRAVEL	[Pattern]	EXISTING STONE GROUND COVER
[Pattern]	EXISTING RIPRAP	(M)	MEASURED
		(R)	RECORDED

NOTES

1. SHOWN UNDERGROUND UTILITY LOCATIONS REFLECT INFORMATION COLLECTED FROM UTILITY OWNERS AND VISIBLE MARKERS FOUND AT THE TIME OF SURVEY. SHOWN LOCATIONS ARE NOT INTENDED TO BE EXACT AND CONTRACTORS MUST VERIFY LOCATIONS OF ALL UTILITIES PRIOR TO EXCAVATION.

MISS DIG/UNDERGROUND UTILITY NOTIFICATION

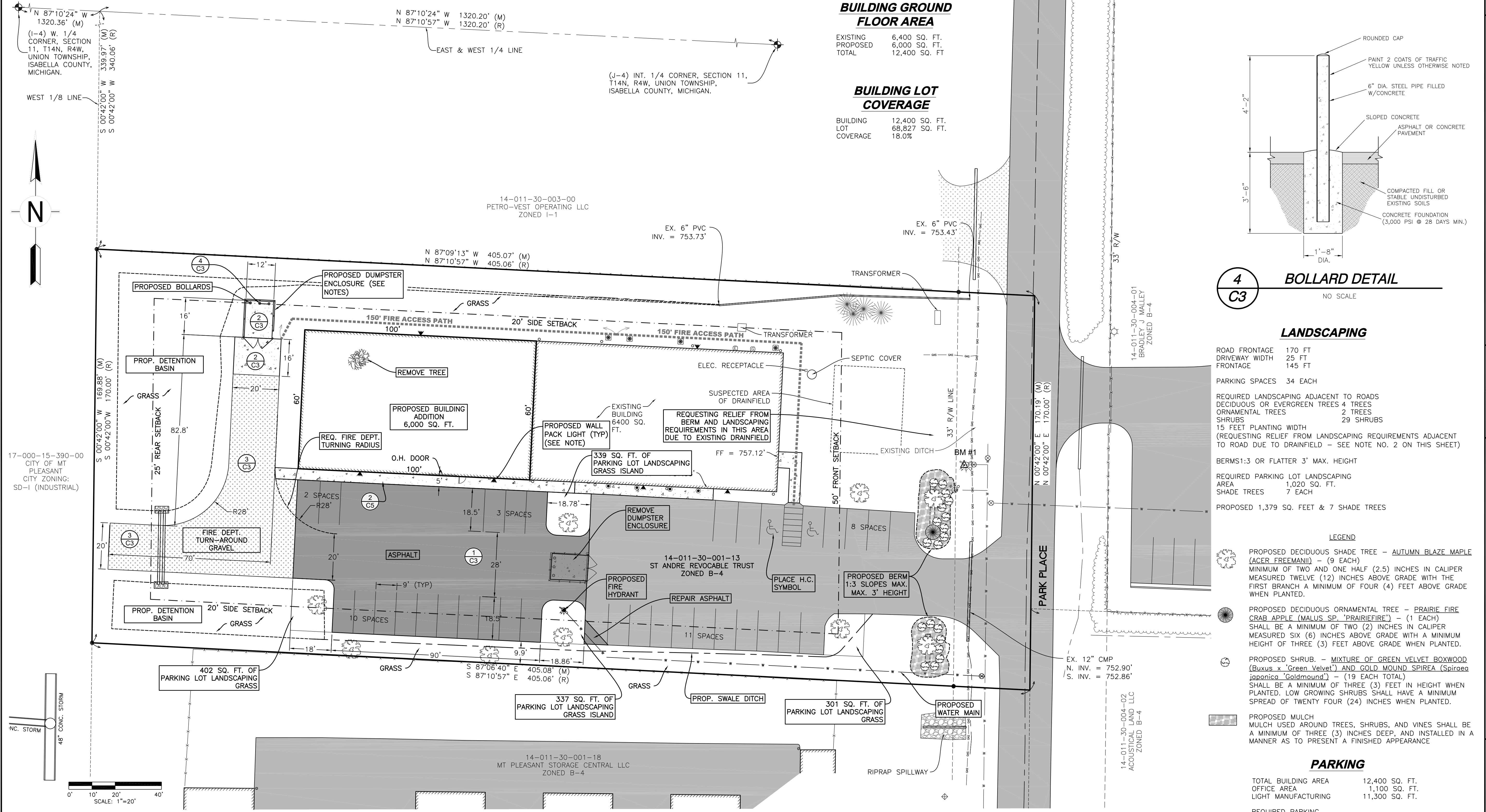
FOR THE PROTECTION OF UNDERGROUND UTILITIES AND IN CONFORMANCE WITH PUBLIC ACT 174 OF 2013, THE CONTRACTOR SHALL CONTACT MISS DIG SYSTEM, INC. BY PHONE AT 811 OR 800-482-7171 OR VIA THE WEB AT EITHER ELOCATE.MISSDIG.ORG FOR SINGLE ADDRESS OR RTE.MISSDIG.ORG. A MINIMUM OF 3 BUSINESS DAYS PRIOR TO EXCAVATING, EXCLUDING WEEKENDS AND HOLIDAYS.



D:_PROJ\210024\DWG\1-COVER-210024.dwg

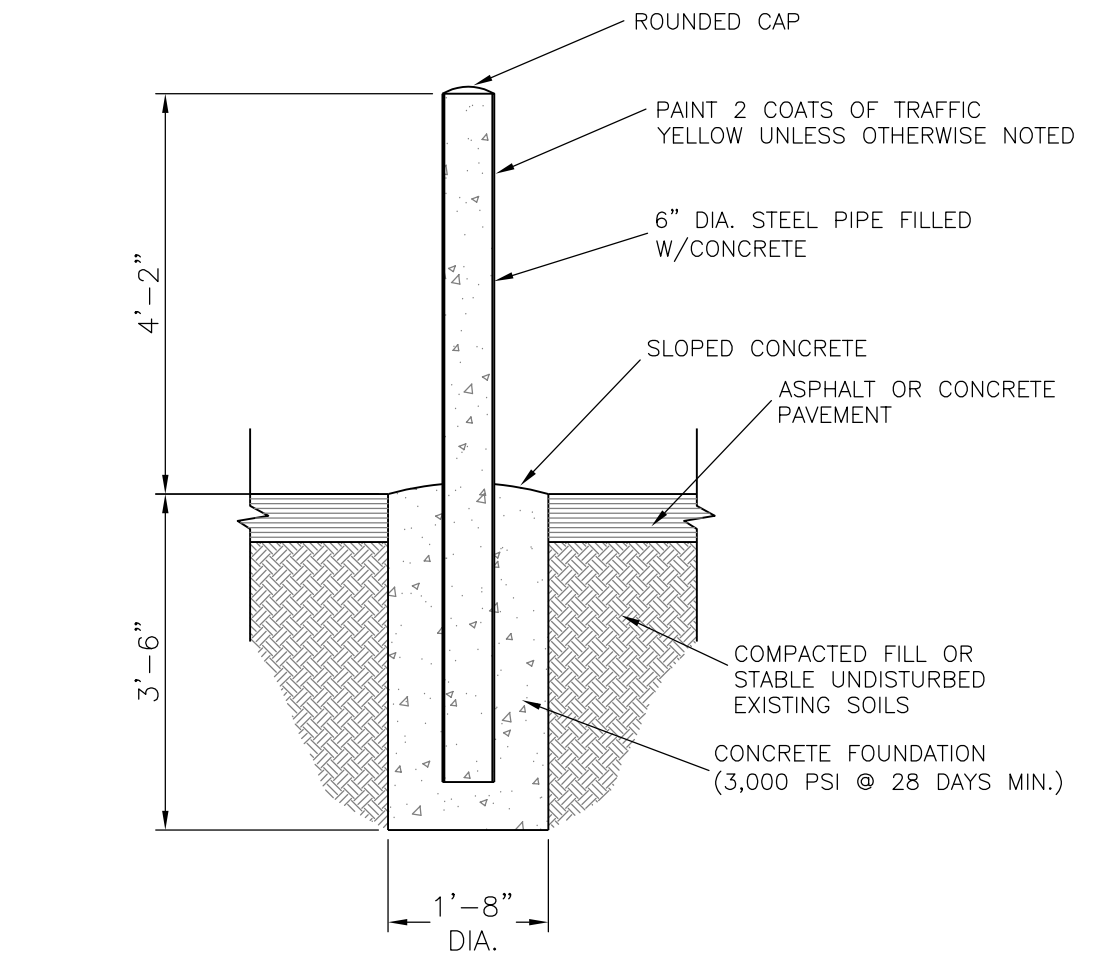
LORENZ
SURVEYING & ENGINEERING, INC.
3229 W. Beal City Road
Weidman, Michigan 48893
Phone: (989) 644-5963
Fax: (989) 644-9659
pete@lorenzse.com

JOB NO.	210024
SCALE:	NONE
DRAWN BY:	TPL
DATE:	October 7, 2021
SHEET NO.	C1



BUILDING GROUND FLOOR AREA
EXISTING 6,400 SQ. FT.
PROPOSED 6,000 SQ. FT.
TOTAL 12,400 SQ. FT.

BUILDING LOT COVERAGE
BUILDING 12,400 SQ. FT.
LOT 68,827 SQ. FT.
COVERAGE 18.0%



LANDSCAPING

ROAD FRONTAGE 170 FT
DRIVEWAY WIDTH 25 FT
FRONTAGE 145 FT

PARKING SPACES 34 EACH

REQUIRED LANDSCAPING ADJACENT TO ROADS
DECIDUOUS OR EVERGREEN TREES 4 TREES
ORNAMENTAL TREES 2 TREES
SHRUBS 29 SHRUBS
15 FEET PLANTING WIDTH
(REQUESTING RELIEF FROM LANDSCAPING REQUIREMENTS ADJACENT TO ROAD DUE TO DRAINFIELD - SEE NOTE NO. 2 ON THIS SHEET)

BERMS 1:3 OR FLATTER 3' MAX. HEIGHT

REQUIRED PARKING LOT LANDSCAPING
AREA 1,020 SQ. FT.
SHADE TREES 7 EACH

PROPOSED 1,379 SQ. FEET & 7 SHADE TREES

LEGEND

PROPOSED DECIDUOUS SHADE TREE - AUTUMN BLAZE MAPLE (ACER FREEMANNII) - (9 EACH)
MINIMUM OF TWO AND ONE HALF (2.5) INCHES IN CALIPER MEASURED TWELVE (12) INCHES ABOVE GRADE WITH THE FIRST BRANCH A MINIMUM OF FOUR (4) FEET ABOVE GRADE WHEN PLANTED.

PROPOSED DECIDUOUS ORNAMENTAL TREE - PRAIRIE FIRE CRAB APPLE (MALUS SP. "PRAIRIEFIRE") - (1 EACH)
SHALL BE A MINIMUM OF TWO (2) INCHES IN CALIPER MEASURED SIX (6) INCHES ABOVE GRADE WITH A MINIMUM HEIGHT OF THREE (3) FEET ABOVE GRADE WHEN PLANTED.

PROPOSED SHRUB - MIXTURE OF GREEN VELVET BOXWOOD (Buxus x "Green Velvet") AND GOLD MOUND SPIREEA (Spiraea japonica "Goldmound") - (19 EACH TOTAL)
SHALL BE A MINIMUM OF THREE (3) FEET IN HEIGHT WHEN PLANTED. LOW GROWING SHRUBS SHALL HAVE A MINIMUM SPREAD OF TWENTY FOUR (24) INCHES WHEN PLANTED.

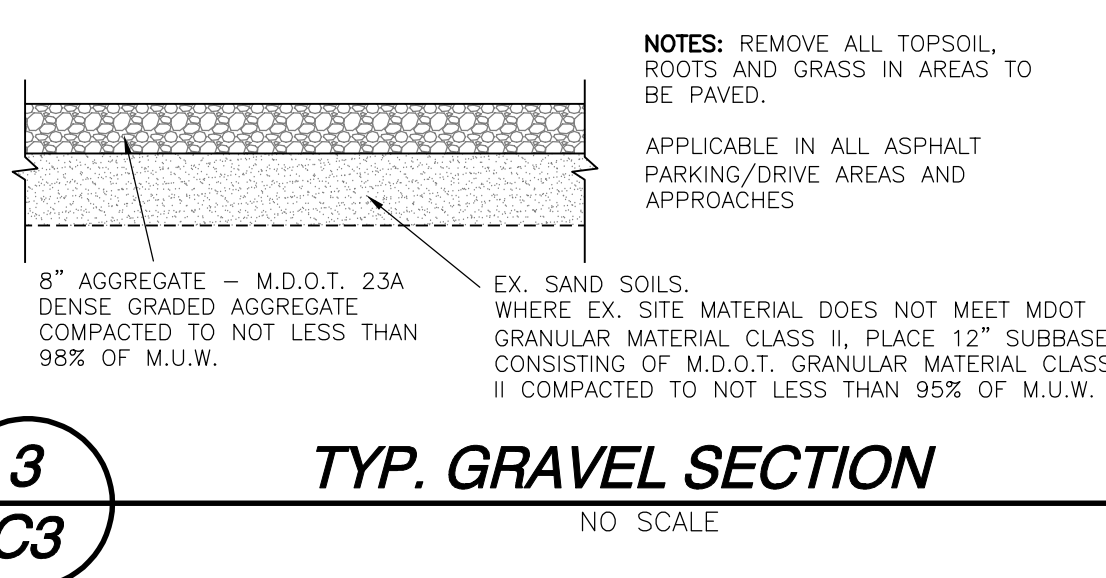
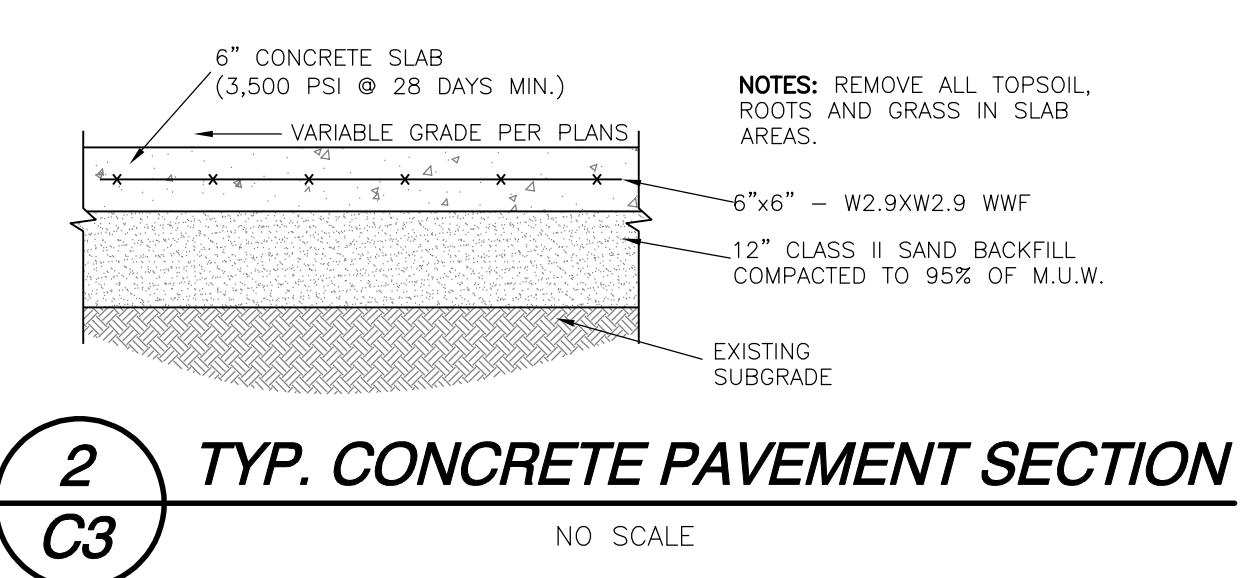
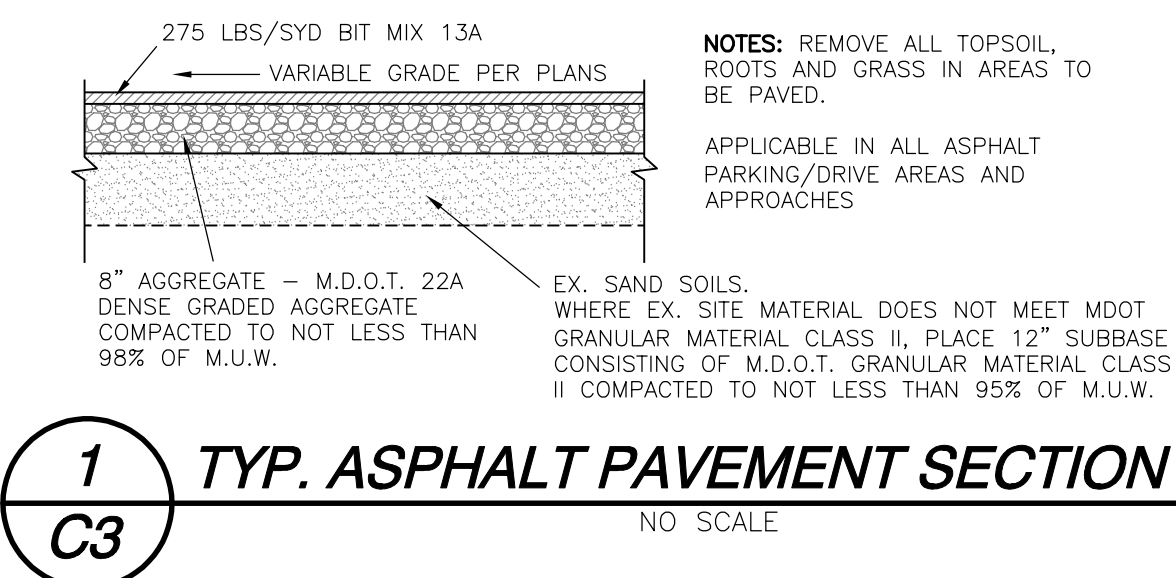
PROPOSED MULCH
MULCH USED AROUND TREES, SHRUBS, AND VINES SHALL BE A MINIMUM OF THREE (3) INCHES DEEP, AND INSTALLED IN A MANNER AS TO PRESENT A FINISHED APPEARANCE

PARKING

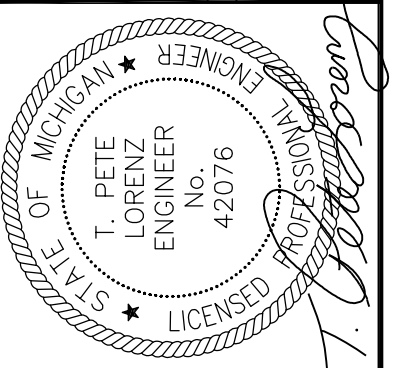
TOTAL BUILDING AREA	12,400 SQ. FT.
OFFICE AREA	1,100 SQ. FT.
LIGHT MANUFACTURING	11,300 SQ. FT.
REQUIRED PARKING	
(1100/1000)*2.39 =	2.62 SPACES
(11,300/1000)*0.65 =	7.34 SPACES
TOTAL	9.96 OR 10 SPACES
PARKING PROPOSED	34 SPACES

NOTES

- THE DUMPSTER SHALL BE SCREENED WITH A SOLID WOOD FENCE NOT LESS THAN SIX (6) FEET IN HEIGHT OR AT LEAST ONE FOOT ABOVE THE HEIGHT OF THE ENCLOSED DUMPSTER, WHICHEVER IS TALLER. DURABLE, LOCKABLE AND VISUALLY OPAQUE GATES OF EQUIVALENT HEIGHT SHALL BE PROVIDED ON THE THE ENCLOSURE. ONLY SOLID NO. 1 PRESSURE-TREATED WOOD IS PERMITTED. POSTS SHALL BE SET IN CONCRETE 42 INCHES BELOW GRADE LEVEL. TWO TYPES OF POSTS SHALL ARE PERMITTED: 6-INCH X 6-INCH PRESSURE-TREATED WOOD OR 3-INCH DIAMETER GALVANIZED STEEL POSTS.
- RELIEF IS BEING REQUESTED FROM THE BERM AND LANDSCAPING REQUIREMENT ALONG THE ROADWAY IN FRONT OF THE BUILDING. REQUEST IS BASED ON THE LOCATION OF THE EXISTING DRAINFIELD. INSTALLING A BERM IN THE AREA BETWEEN THE ROADWAY AND DRAINFIELD WOULD BLOCK SURFACE DRAINAGE AND JEOPARDIZE THE LONG TERM FUNCTIONALITY OF THE DRAINFIELD. LIKEWISE, PLANTINGS IN THIS AREA WOULD JEOPARDIZE THE FUNCTIONALITY OF THE DRAINFIELD DUE TO ROOT INFILTRATION. BERMS WITH LANDSCAPING ARE PROPOSED IN THE AREA OF THE EXISTING DRIVEWAY IN AGREEMENT WITH THE SPIRIT AND INTENT OF THE ORDINANCE.
- EXISTING AND PROPOSED WALL PACK LIGHTING SHALL BE FULLY SHIELDED TO PREVENT GLARE AND SKY GLOW AND TO MINIMIZE LIGHT TRESPASS ONTO ADJOINING PROPERTIES. FULL CUT-OFF FIXTURES SHALL BE USED TO PREVENT LIGHT FROM PROJECTING ABOVE A NINETY DEGREE (90) HORIZONTAL PLANE. NON-ESSENTIAL LIGHTING SHALL BE TURNED OFF AFTER BUSINESS HOURS, LEAVING ONLY THAT LIGHTING THAT IS NECESSARY FOR SITE SECURITY. ILLUMINATION LEVELS AND ALL ASPECTS OF SITE LIGHTING SHALL BE IN ACCORDANCE WITH SECTION 8.2 OF THE UNION TOWNSHIP ZONING ORDINANCE.



PLAN ISSUE:		PERMIT
NO.	DATE	DESCRIPTION



SITEPLAN

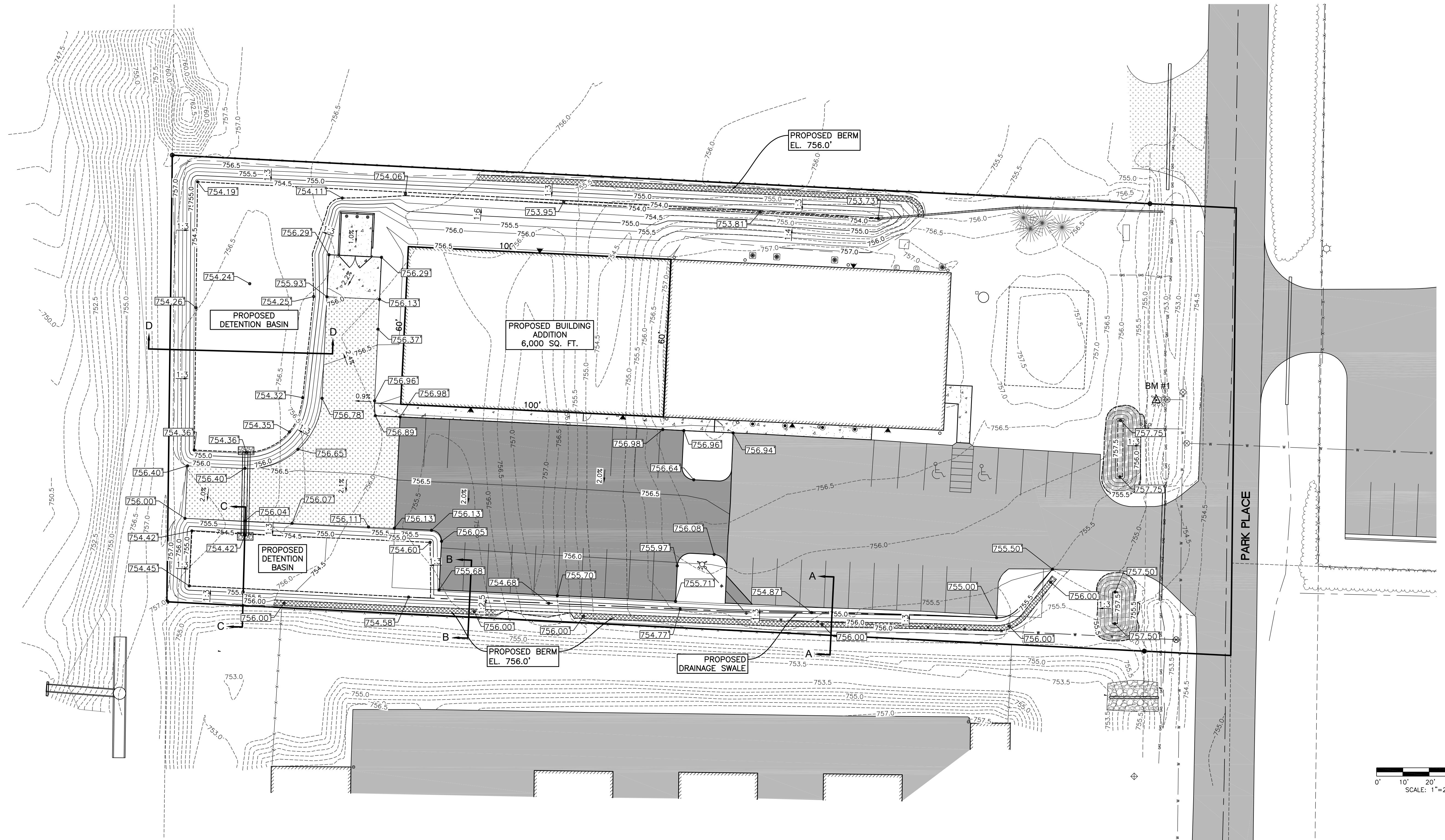
GRAFX CENTRAL
Section 11, T14N., R4W, Union Township,
Isabella County, Michigan

SHEET TITLE: PROJECT NAME:

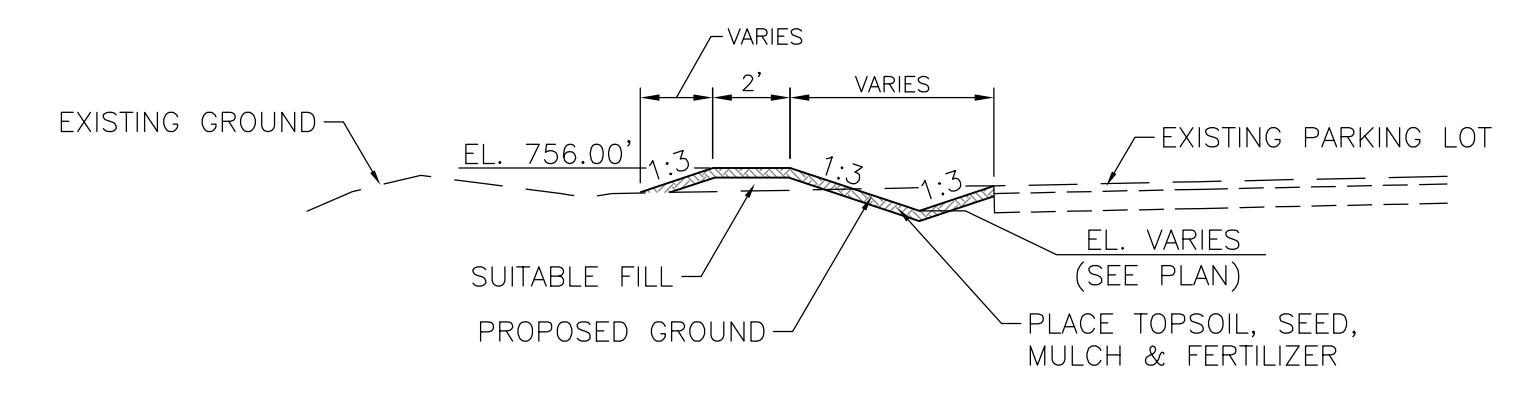
LORENZ
SURVEYING & ENGINEERING, INC.
3229 W. Beal City Road
Weidman, Michigan 48893
Phone: (989) 644-5953
Fax: (989) 644-9659
pete@lorenzse.com

JOB NO. 210024
SCALE: 1" = 20'
DRAWN BY: TPL
DATE: October 7, 2021
SHEET NO. **C3**

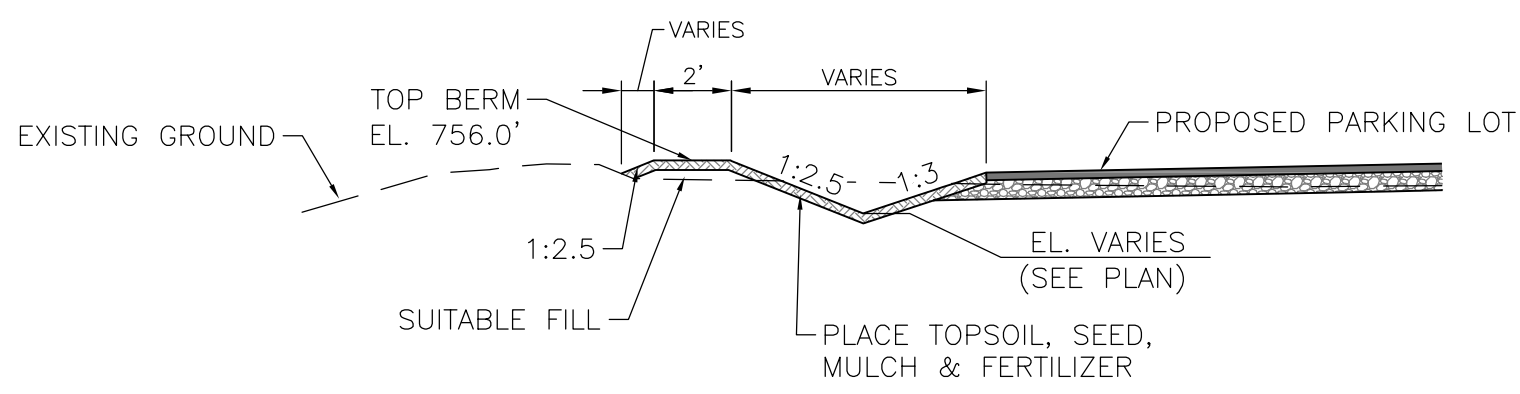
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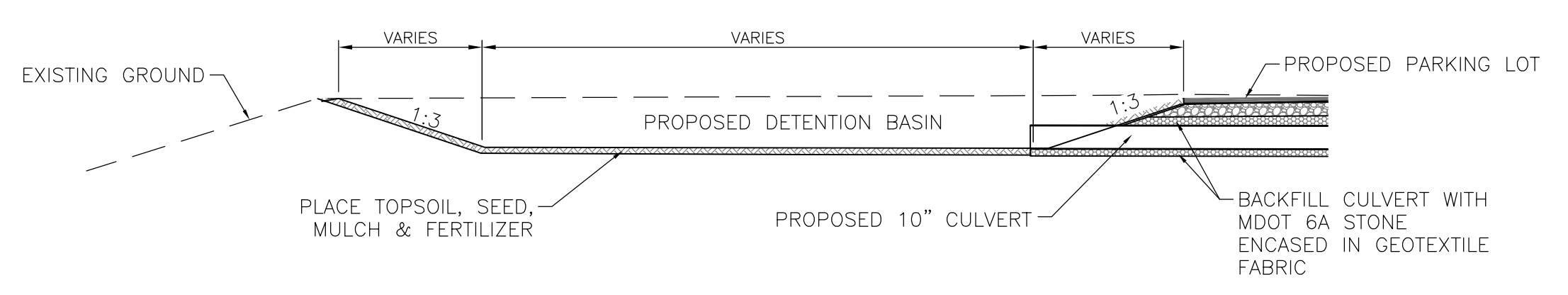
SECTION A-A
SCALE: 1"=5'



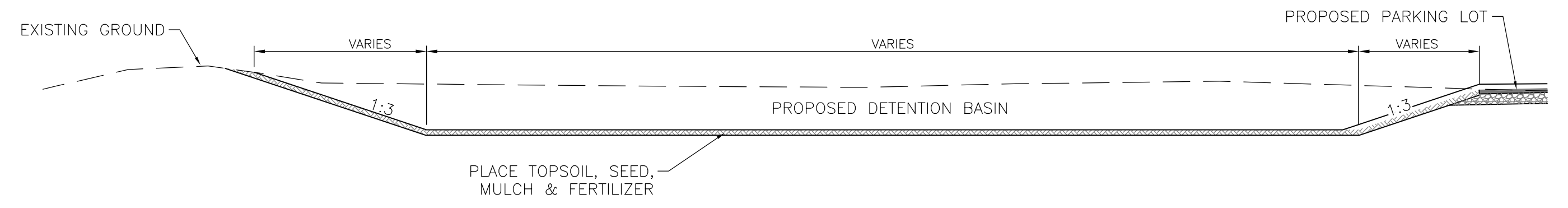
SECTION B-B
SCALE: 1"=5'



SECTION C-C
SCALE: 1"=5'



SECTION D-D
SCALE: 1"=5'



REVISIONS		PERMIT	
NO.	DATE	DESCRIPTION	DATE

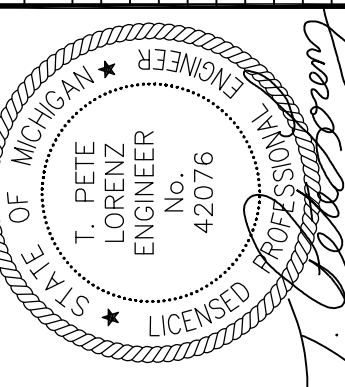
GRADING PLAN
GRAFEX CENTRAL
 Section 11, T14N., R4W, Union Township,
 Isabella County, Michigan

LORENZ
 SURVEYING & ENGINEERING, INC.
 3229 W. Beal City Road
 Weidman, Michigan 48893
 Phone: (989) 644-5953
 Fax: (989) 644-8659
 pete@lorenzse.com

JOB NO. 210024
 SCALE: 1" = 20'
 DRAWN BY: TPL
 DATE: October 7, 2021
 SHEET NO. **C4**

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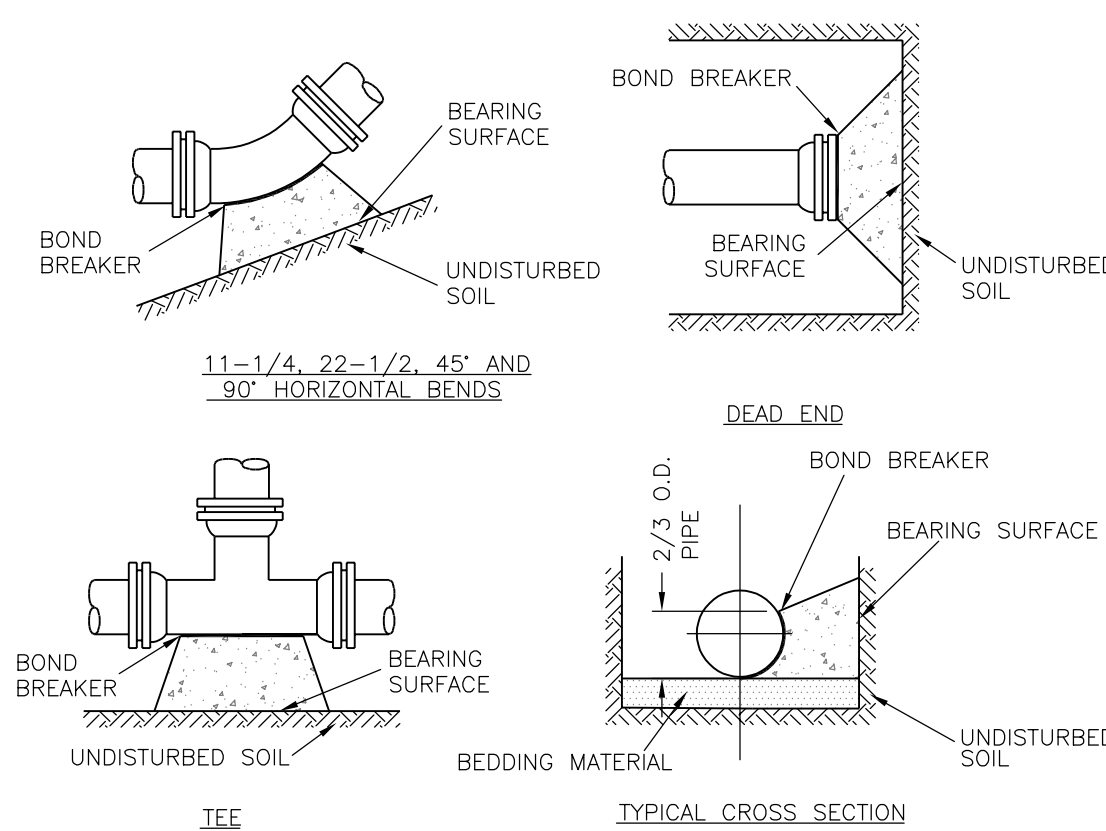
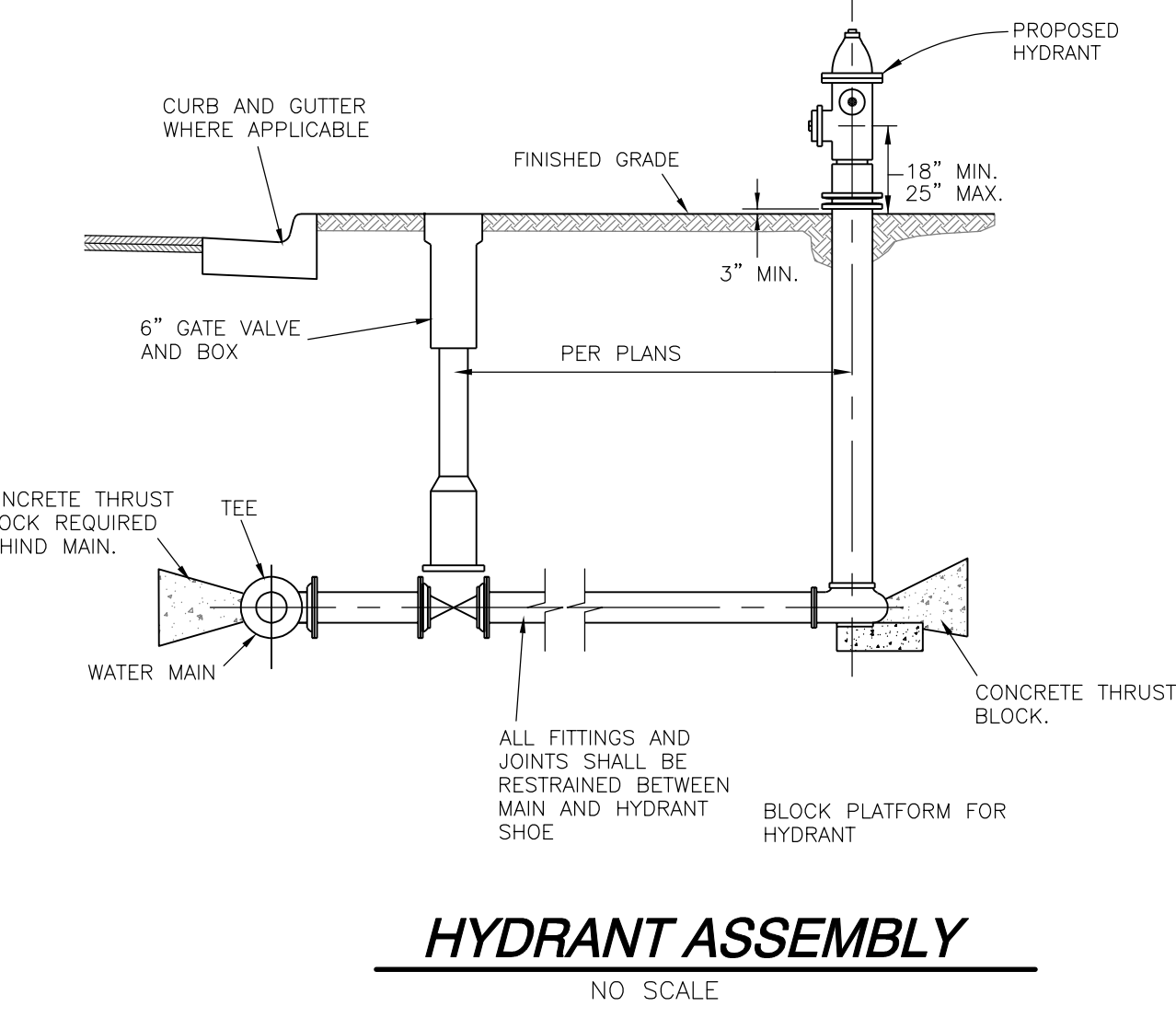
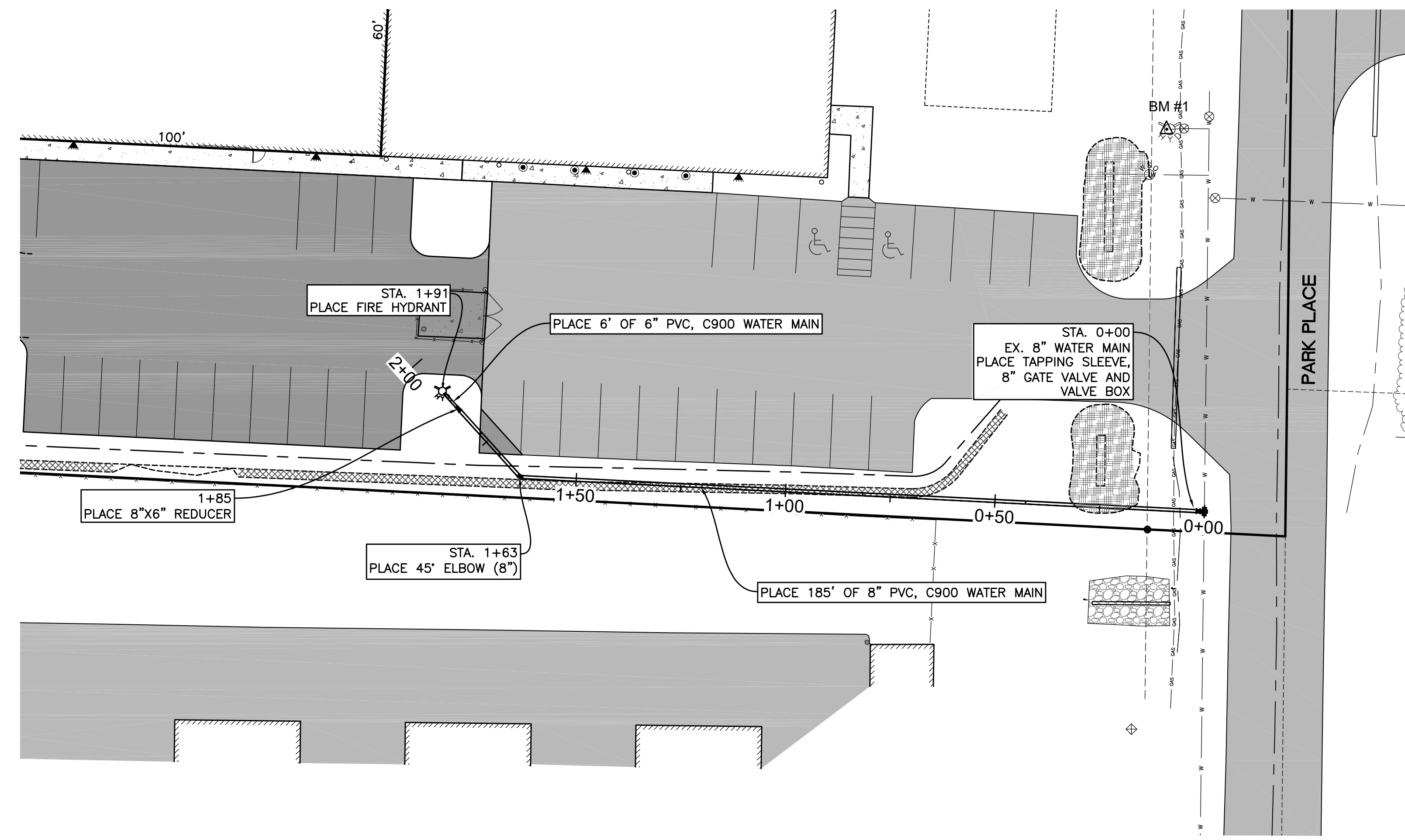
NO.	DATE	DESCRIPTION



WATER MAIN PLAN & PROFILE
GRAFIX CENTRAL
 Section 11, T14N., R4W, Union Township,
 Isabella County, Michigan

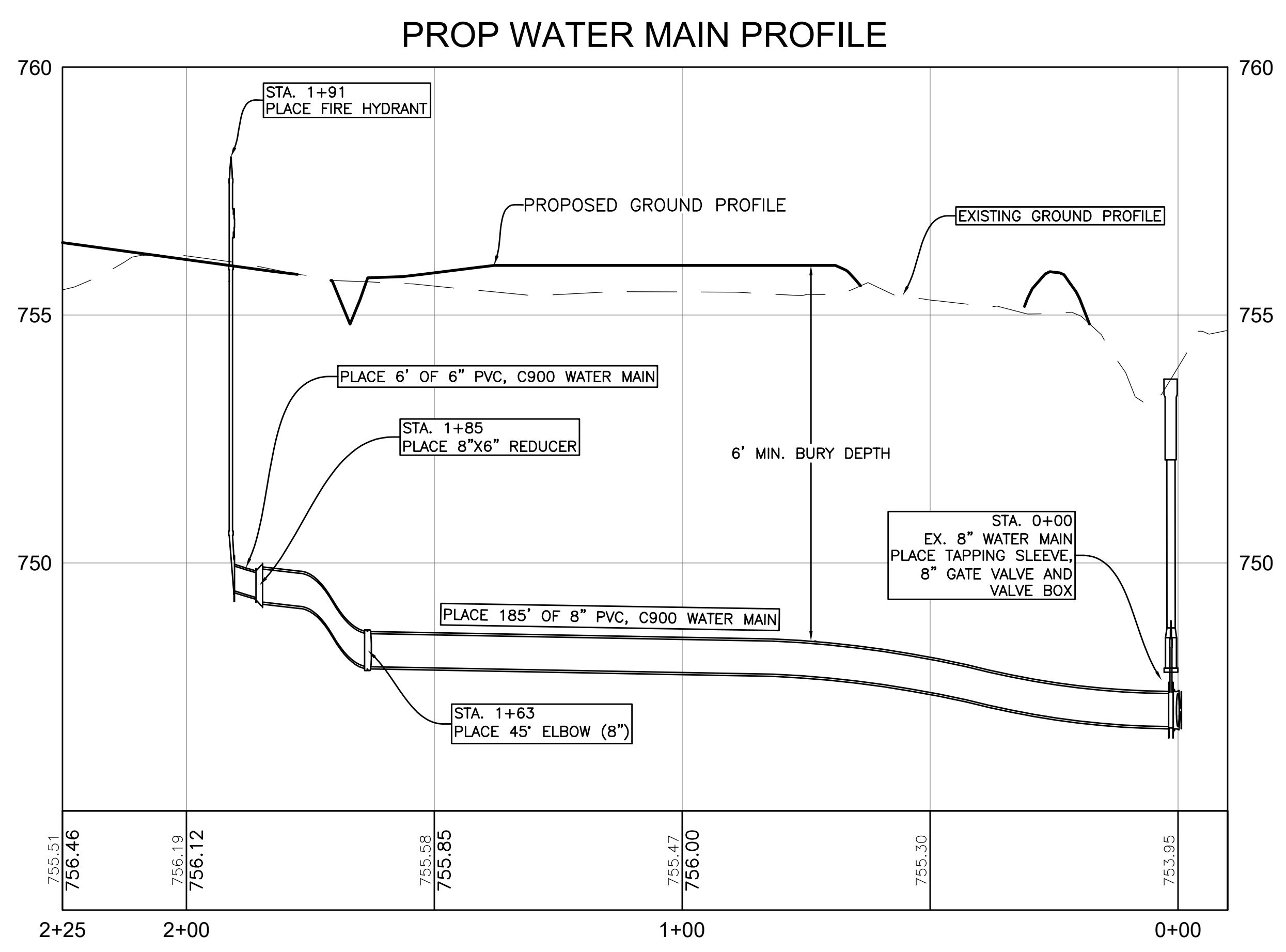
PROJECT NAME:
 SHEET TITLE:
LORENZ
SURVEYING & ENGINEERING, INC.
 3229 W. Beal City Road
 Weidman, Michigan 48893
 Phone: (989) 644-5953
 Fax: (989) 644-8659
 pete@lorenzse.com

JOB NO. 210024
 SCALE: 1" = 20'
 DRAWN BY: TPL
 DATE: October 7, 2021
 SHEET NO. **C6**

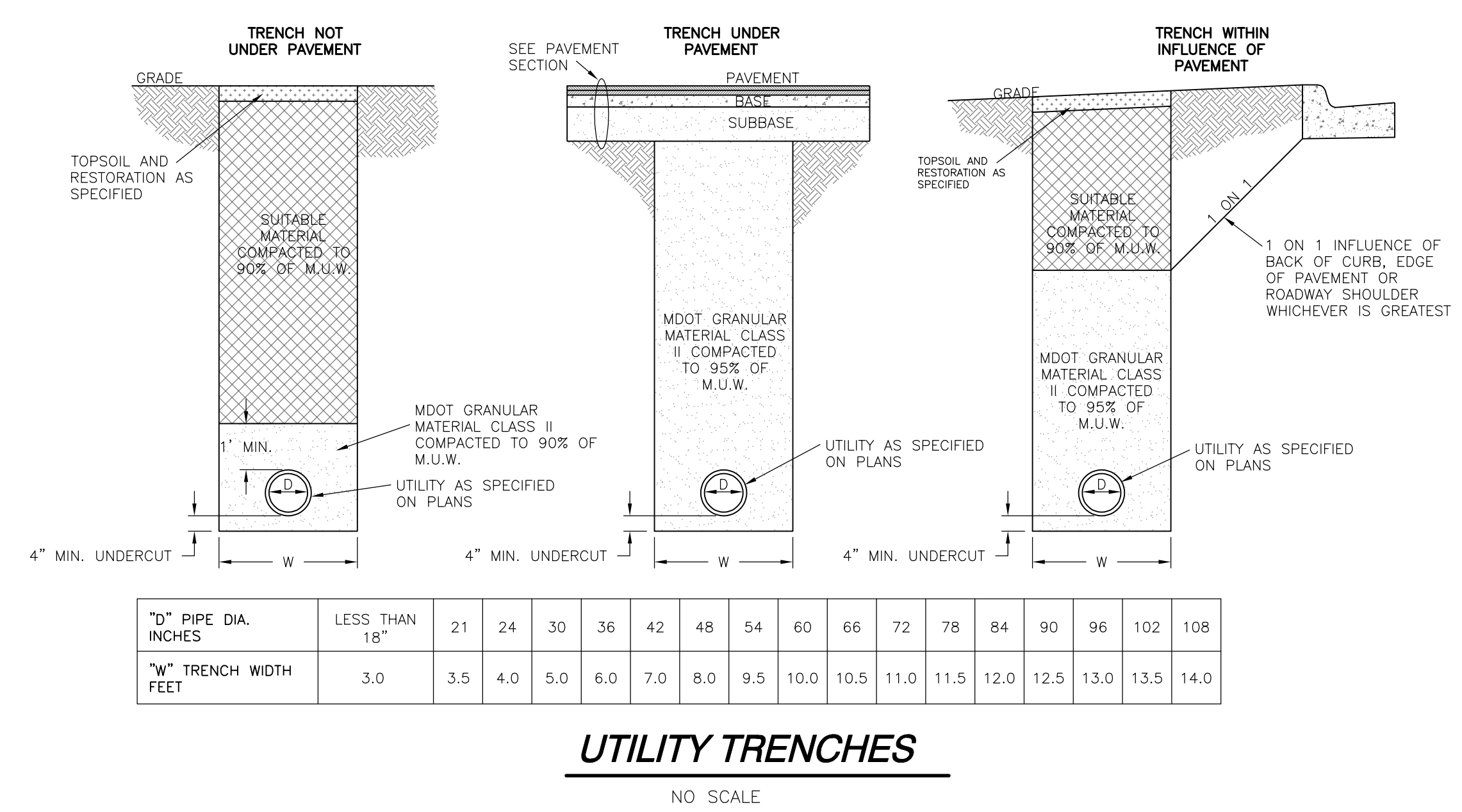
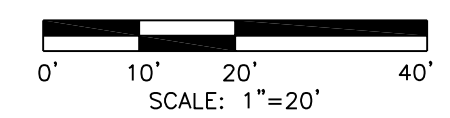


- NOTES:
 1. BEARING SURFACES SHOWN IN TABLE ARE MINIMUMS.
 2. TABLE IS BASED ON 150 PSI INTERNAL PIPE PRESSURE PLUS WATER 4", 6", AND 12" WATER HAMMER = 110 PSI
 16", 20", AND 24" WATER HAMMER = 70 PSI
 3. TABLE IS BASED ON 3,000 P.S.F. SOIL BEARING CAPACITY.

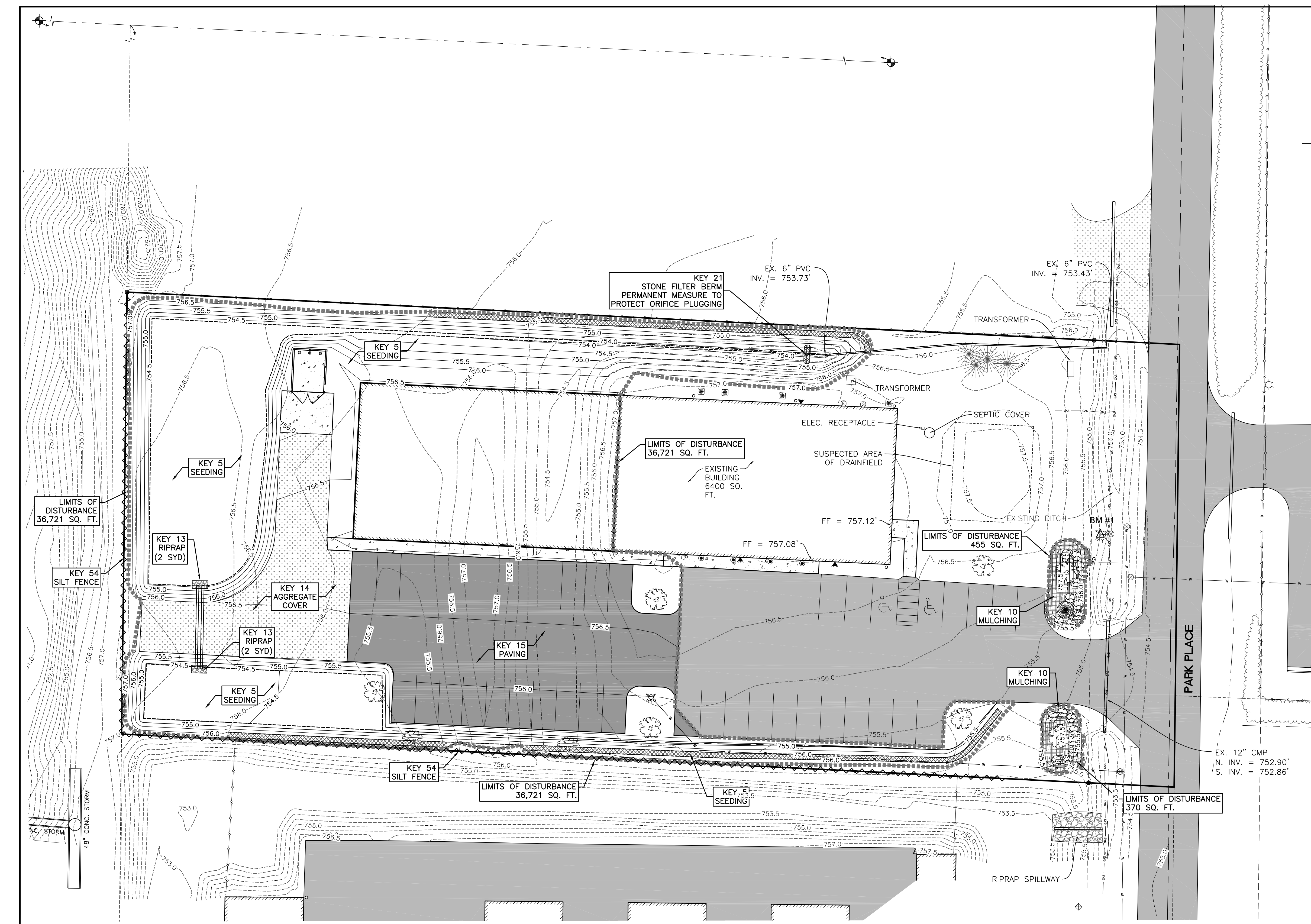
SIZE OF MAIN	HORIZONTAL BENDS				TEE OR DEAD END PLUG
	11-1/4"	22-1/2"	45"	90"	
4"	0.0	1.00	1.00	2.50	1.50
6"	0.0	1.25	2.25	5.00	3.00
8"	0.0	2.00	4.00	8.00	5.25
12"	2.25	4.50	8.75	16.25	11.25
16"	3.75	7.50	14.50	24.00	19.00
20"	5.00	10.00	19.50	35.50	25.00
24"	7.00	14.00	27.75	51.00	36.00



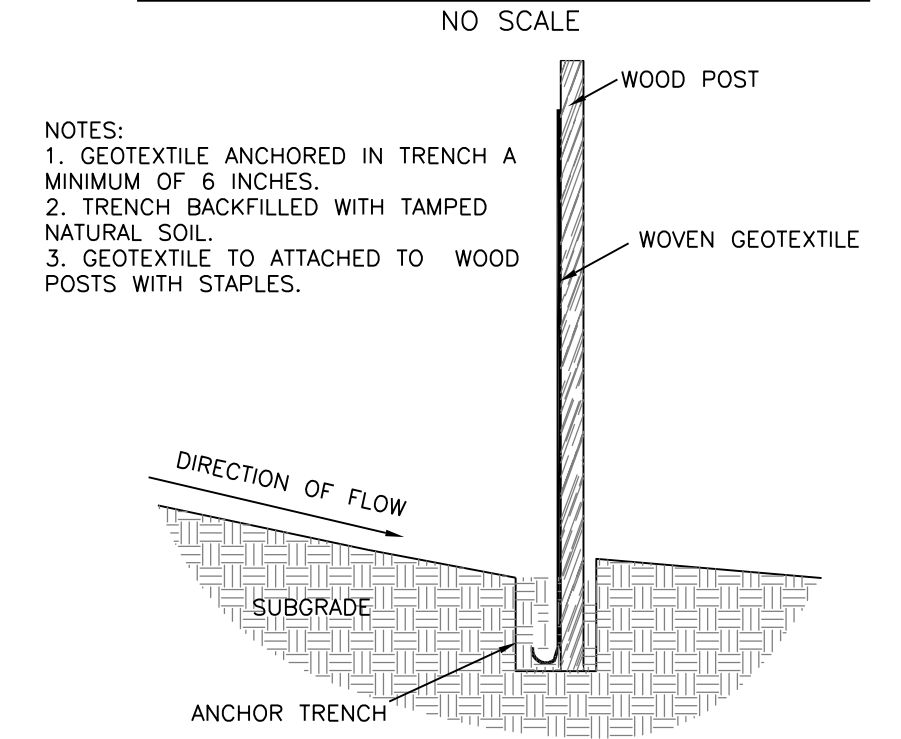
NOTE: ALL WORKMANSHIP AND MATERIALS SHALL CONFORM TO CHARTER TOWNSHIP OF UNION STANDARD SPECIFICATIONS.



"D" PIPE DIA. INCHES	LESS THAN 18"	21	24	30	36	42	48	54	60	66	72	78	84	90	96	102	108
"W" TRENCH WIDTH FEET	3.0	3.5	4.0	5.0	6.0	7.0	8.0	9.5	10.0	10.5	11.0	11.5	12.0	12.5	13.0	13.5	14.0



SILT FENCE INSTALLATION

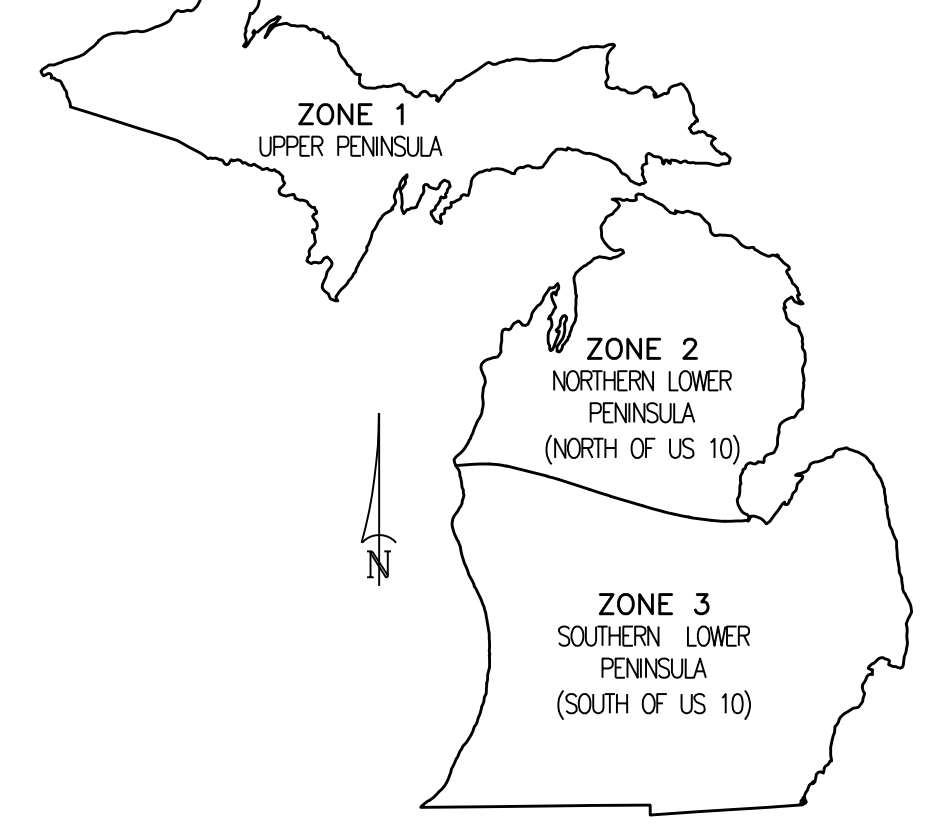


- NOTES:
 1. GEOTEXTILE ANCHORED IN TRENCH A MINIMUM OF 6 INCHES.
 2. TRENCH BACKFILLED WITH TAMPED NATURAL SOIL.
 3. GEOTEXTILE TO ATTACHED TO WOOD POSTS WITH STAPLES.

MICHIGAN UNIFIED KEYING SYSTEM

KEY	DETAIL	CHARACTERISTICS
5	SEEDING	INEXPENSIVE AND VERY EFFECTIVE STABILIZES SOIL, THUS MINIMIZING EROSION PERMITS RUNOFF TO INFILTRATE SOIL, REDUCING RUNOFF VOLUME SHOULD INCLUDE PREPARED TOPSOIL BED
10	MULCHING	USED ALONE TO PROTECT EXPOSED AREAS FOR SHORT PERIODS PROTECTS SOIL FROM IMPACT OF FALLING RAIN PRESERVES SOIL MOISTURE AND PROTECTS GERMINATING SEED FROM TEMPERATURE EXTREMES
13	RIPRAP, RUBBLE, GABIONS	USED WHERE VEGETATION IS NOT EARLY ESTABLISHED EFFECTIVE FOR HIGH VELOCITIES OR HIGH CONCENTRATIONS PERMITS RUNOFF TO INFILTRATE SOIL DISPERSES ENERGY FLOW AT SYSTEM OUTLETS
14	AGGREGATE COVER	STABILIZES SOIL SURFACE, THUS MINIMIZING EROSION PERMITS CONSTRUCTION TRAFFIC IN ADVERSE WEATHER MAY BE USED AS PART OF PERMANENT BASE CONSTRUCTION OF PAVED AREAS
15	PAVING	PROTECTS AREAS WHICH CANNOT OTHERWISE BE PROTECTED, BUT INCREASES RUNOFF VOLUME AND VELOCITY IRREGULAR SURFACE WILL HELP SLOW VELOCITY
21	FILTER BERM	CONSTRUCTED OF GRAVEL OR STONE INTERCEPTS AND DIVERTS RUNOFF TO STABILIZED AREAS OR PREPARED DRAINAGE SYSTEMS SLOWS RUNOFF AND COLLECTS SEDIMENT
35	STORM SEWER	SYSTEM REMOVES COLLECTED RUNOFF FROM SITE, PARTICULARLY FROM PAVED AREAS, CAN ACCEPT LARGE CONCENTRATIONS OF RUNOFF CONDUCTS RUNOFF TO MUNICIPAL SEWER SYSTEM OR STABILIZED OUTFALL LOCATION, USE CATCH BASINS TO COLLECT SEDIMENT
54	SILT FENCE	USES GEOTEXTILE FABRIC AND POSTS OR POLES EASY TO CONSTRUCT AND LOCATE AS NECESSARY.

SEEDING ZONES



SEEDING FOR TEMPORARY VEGETATION COVER TYPES

PLANT TYPE	PLANTING ZONE			POUNDS PER 1,000 SQUARE FEET	POUNDS PER ACRE
	1. UPPER PENINSULA	2. NORTHERN LOWER PENINSULA	3. SOUTHERN LOWER PENINSULA		
BUCKWHEAT	6/15 TO 7/15	6/1 TO 7/15	6/1 TO 7/15	2	75
CEREAL RYE	8/1 TO 10/1	8/1 TO 10/10	8/1 TO 10/15	3	120
OATS	5/1 TO 8/1	4/15 TO 8/1	4/1 TO 9/15	2	96
PERENNIAL RYGRASS	8/1 TO 10/1	6/1 TO 8/1	8/1 TO 10/15	0.5	20
SUNDANGRASS	NOT RECOMMENDED	6/1 TO 7/15	6/1 TO 7/15	1	40
WHEAT	9/10 TO 10/1	9/10 TO 10/1	9/20 TO 10/15	3	120

SEEDING DATE RANGES FOR PERMANENT VEGETATION COVER

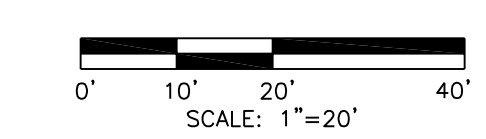
PLANTING ZONE	WITH IRRIGATION AND/OR MULCH	WITHOUT IRRIGATION OR MULCH	DORMANT SEEDING
1. UPPER PENINSULA	5/1 TO 9/10	5/1 TO 6/15 OR 8/1 TO 9/20	10/25 TO FREEZE-UP
2. NORTHERN LOWER PENINSULA	5/1 TO 9/20	5/1 TO 6/10 OR 8/1 TO 9/20	10/25 TO FREEZE-UP
3. SOUTHERN LOWER PENINSULA	4/1 TO 10/1	4/1 TO 5/20 OR 8/10 TO 10/1	11/1 TO FREEZE-UP

GENERAL NOTES

- CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING TEMPORARY AND PERMANENT CONTROL MEASURES UNTIL VEGETATION HAS BEEN ESTABLISHED ON ALL DISTURBED AREAS. MAINTENANCE SHALL INCLUDE: PERIODIC INSPECTIONS, REMOVING ACCUMULATED SEDIMENT AND REPAIRING OR REPLACING DAMAGED CONTROL MEASURES. INSPECTIONS SHALL BE PERFORMED DAILY DURING THE CONSTRUCTION PROCESS. FOLLOWING CONSTRUCTION INSPECTIONS SHALL BE PERFORMED AT LEAST ON A WEEKLY BASIS AND AFTER EVERY SIGNIFICANT RAIN EVENT UNTIL VEGETATION HAS BEEN ESTABLISHED.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR REMOVAL OF TEMPORARY CONTROL MEASURES AFTER ALL DISTURBED AREAS HAVE BEEN RESTORED AND VEGETATION HAS BEEN ESTABLISHED. ALL CATCH BASINS WITHIN THE CONSTRUCTION INFLUENCE AREA SHALL BE PROTECTED UNTIL PERMANENT MEASURES HAVE TAKEN EFFECT. INLETS SHALL BE PROTECTED WITH GEOTEXTILE SILT SACKS. INSTALL SILT FENCES PRIOR TO ANY SITE WORK.
- THE OWNER SHALL BE RESPONSIBLE FOR MAINTENANCE OF PERMANENT CONTROL MEASURES AFTER THE ESTABLISHMENT OF VEGETATION ON DISTURBED AREAS. THE OWNER SHALL MAKE PERIODIC INSPECTIONS, AND REPLACE OR REPAIR DAMAGED PERMANENT CONTROL MEASURES AS REQUIRED.
- PERMANENT CONTROL MEASURES SHALL BE COMPLETED WITHIN 15 CALENDAR DAYS AFTER FINAL EARTH CHANGE IS COMPLETED.
- PERMANENT SEEDING SHALL BE PLACED BY OCTOBER 1. IF PERMANENT SEEDING CAN NOT BE PLACED BY OCTOBER 1, TEMPORARY SEEDING SHALL BE PLACED FOR WINTER STABILIZATION.

DISTURBANCE AREA

TOTAL DISTURBANCE AREA = 0.9 ACRES



CONSTRUCTION SCHEDULE

- STAGE 1
SITE STRIPPING AND LAND BALANCING
- PLACE GEOTEXTILE SILT FENCE (PRIOR TO COMMENCING ANY WORK)
- SWEEP STREETS AND PAVEMENT AREAS AS REQUIRED
- STAGE 2
PARKING LOT BASE AND STORM SEWERS
- MAINTAIN CONTROL MEASURES AND INSTALL SILT SACKS IN CATCH BASINS
- STAGE 3
BUILDING CONSTRUCTION
- MAINTAIN CONTROL MEASURES
- STAGE 4
FINAL GRADING & PAVING PARKING LOTS
- MAINTAIN TEMPORARY CONTROL MEASURES
- PLACE RIPRAP
- PLACE TOPSOIL SURFACE IN DISTURBED AREAS AND PERMANENT SEEDING PRIOR TO OCT. 1.

PLAN ISSUE: PERMIT

REVISIONS	NO.	DATE	DESCRIPTION

SHEET TITLE: SOIL EROSION CONTROL PLAN

PROJECT NAME: **GRAFIX CENTRAL**
Section 11, T14N., R4W, Union Township,
Isabella County, Michigan

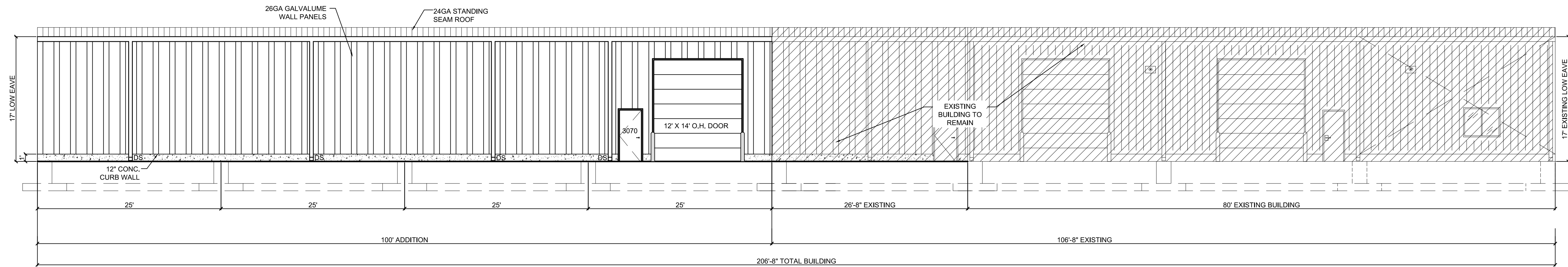
ENGINEER: T. PETE LORENZ
LICENSED PROFESSIONAL ENGINEER
MICHIGAN LICENSE NO. 42076

DATE: October 7, 2021

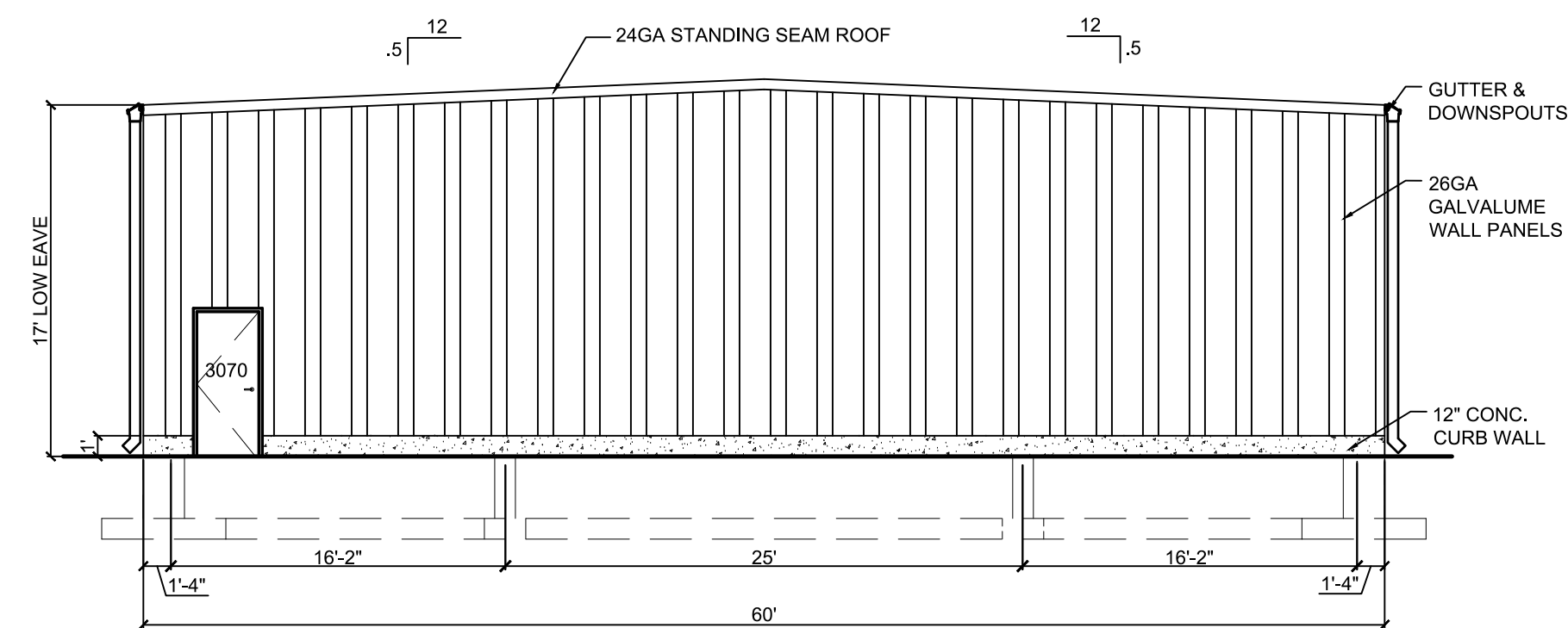
SHEET NO. **C7**

811 Know what's below. Call before you dig. 1-800-482-7171 or 811

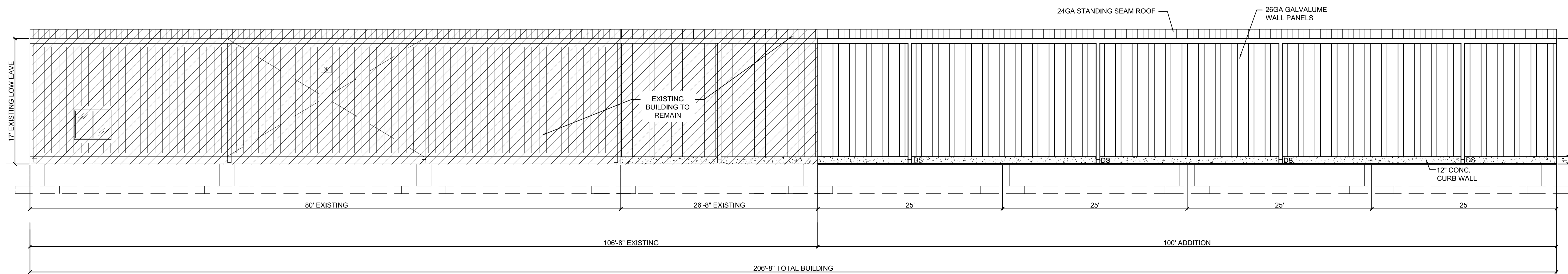
LORENZ SURVEYING & ENGINEERING, INC.
3229 W. Beal City Road
Weidman, Michigan 48893
Phone: (989) 644-5953
Fax: (989) 644-9659
pete@lorenzse.com



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



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



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

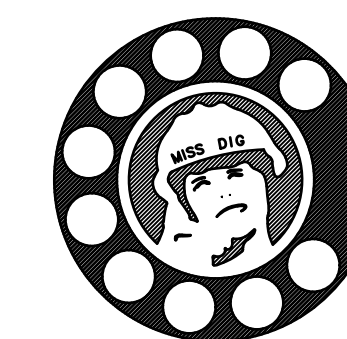
JOB NUMBER:
DRAWING: ELEVATIONS
DRAWN BY: DKG
REVIEWED BY:
FIELD SUPERVISOR:
DATE: 12-13-18

ENGINEER'S SEAL:

GRAFX CENTRAL
1580 S. PARK PLACE ST.
MT. PLEASANT, MI 48858

COMMERCIAL/INDUSTRIAL
CONSTRUCTION

JBS Contracting Inc.
1680 COVER PARKWAY
MT. PLEASANT, MI 48858
(989) 775-0770



3 WORKING DAYS |
BEFORE YOU DIG
CALL MISS DIG
1-800-482-7171
FOR THE LOCATION OF
UNDERGROUND FACILITIES

SCALE:
1/8" = 1'-0"

REVISIONS		
TAG:	DATE:	CHANGE:

A2
GRAFX CENTRAL

MT. PLEASANT FIRE DEPARTMENT

INSPECTION REPORT

GRAFX CENTRAL INC., 1580 PARK PLACE RD, BLDG UNNAMED, MT. PLEASANT MI 48858



DETAILS

Inspection Date: 10/25/2021 | Inspection Type: PLAN REVIEW UNION TOWNSHIP - Site | Inspection Number: 2164 |
Shift: Lieutenant | Station: Mt. Pleasant Fire Department | Unit: N/A | Lead Inspector: BRADLEY DOEPKER | Other Inspectors: N/A

STATUS	CODE	DESCRIPTION
FAIL	501.4 - Timing of installation.	<p>When fire apparatus access roads or a 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.</p> <p>Inspector: BRADLEY DOEPKER - Comments: Install required fire hydrant prior to construction.</p>
FAIL	503.1.1 - Buildings and facilities.	<p>Approved fire apparatus access roads shall be provided for every facility, building or portion of a building hereafter constructed or moved into or within the jurisdiction. The fire apparatus access road shall comply with the requirements of this section and shall extend to within 150 feet (45 720 mm) of all portions of the facility and all portions of the exterior walls of the first story of the building as measured by an approved route around the exterior of the building or facility. Exception: The fire code official is authorized to increase the dimension of 150 feet (45 720 mm) where: 1. The building is equipped throughout with an approved automatic sprinkler system installed in accordance with Section 903.3.1.1, 903.3.1.2 or 903.3.1.3. 2. Fire apparatus access roads cannot be installed because of location on property, topography, waterways, nonnegotiable grades or other similar conditions, and an approved alternative means of fire protection is provided. 3. There are not more than two Group R-3 or Group U occupancies.</p> <p>Inspector: BRADLEY DOEPKER - Comments: Fire Department access road shall be installed and able to handle imposed loads prior to construction of building.</p>
FAIL	503.2.1 - Dimensions.	<p>Fire apparatus access roads shall have an unobstructed width of not less than 20 feet (6096 mm), exclusive of shoulders, except for approved security gates in accordance with Section 503.6, and an unobstructed vertical clearance of not less than 13 feet 6 inches (4115 mm).</p> <p>Inspector: BRADLEY DOEPKER - Comments: Assure that access roads meet above code.</p>
FAIL	503.2.5 - Dead ends.	<p>Dead-end fire apparatus access roads in excess of 150 feet (45 720 mm) in length shall be provided with an approved area for turning around fire apparatus.</p>

STATUS	CODE	DESCRIPTION
		Inspector: BRADLEY DOEPKER - Comments: Turn around must meet radius requirements.
FAIL	503.3 - Marking.	<p>Where required by the fire code official, approved signs or other approved notices or markings that include the words NO PARKING—FIRE LANE shall be provided for fire apparatus access roads to identify such roads or prohibit the obstruction thereof. The means by which fire lanes are designated shall be maintained in a clean and legible condition at all times and be replaced or repaired when necessary to provide adequate visibility.</p> <p>Inspector: BRADLEY DOEPKER - Comments: Fire Department turn around shall be labeled as NO PARKING FIRE LANE.</p>
FAIL	ACCESS ROAD 150 FT - Buildings within 150ft of Access Road	<p>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.</p> <p>Inspector: BRADLEY DOEPKER - Comments:</p>
FAIL	ACCESS ROAD LOAD - Designed and Maintained to Support the Load	<p>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.</p> <p>Inspector: BRADLEY DOEPKER - Comments:</p>
FAIL	ACCESS ROAD SIGNAGE - Signage Requirements	<p>All fire apparatus access roads shall be conspicuously posted with uniform "NO PARKING" or "FIRE LANE" signs in keeping with the standard established in applicable law, or as prescribed by the fire code Official and erected on both sides of the fire apparatus access roads. Signs shall be erected no further than 100 feet apart in all areas designated as fire apparatus access roads. Signs shall be maintained in a clean and legible condition at all times and be replaced or repaired when necessary to provide adequate visibility, in accordance with Chapter 5, Section 503.3 of the 2012 Edition of the International Fire Code. Fire Prevention Ordinance 93.02(E)</p> <p>Inspector: BRADLEY DOEPKER - Comments:</p>
FAIL	ACCESS ROAD TURN AROUND - Turn Around Required when Road in Excess of 150 ft	<p>Provide an approved turn around for dead end fire apparatus access roads in excess of 150' in Length in accordance with Chapter 5, Section 503.2.5 and appendix D, Section D103.4 of the 2012 Edition of the International Fire Code.</p> <p>Inspector: BRADLEY DOEPKER - Comments:</p>

STATUS	CODE	DESCRIPTION
FAIL	ACCESS ROAD W/HYDRANT - Width of Road with a Fire Hydrant	<p>Where a fire hydrant is located on a fire department apparatus access road, the minimum road width shall be 26 feet, exclusive of shoulders as in accordance with Appendix D, Section D103.1 of the 2012 Edition of the International Fire Code.</p> <p>Inspector: BRADLEY DOEPKER - Comments: Where hydrant is located the above width is required.</p>
FAIL	BUILDING IDENTIFICATION - Buildings Shall Have Address Numbers	<p>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.</p> <p>Inspector: BRADLEY DOEPKER - Comments:</p>
FAIL	GENERAL STATEMENT - List Not All-Inclusive	<p>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.</p> <p>Inspector: BRADLEY DOEPKER - Comments: This list is not all-inclusive and can change as plans change. This site plan was done with the building not having a fire suppression system added. There must be a fire wall between the new building that allows for 2 separate buildings by code. This includes openings in the wall.</p>
FAIL	HYDRANT DISTANCE - Hydrant maximum distance from buildings	<p>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 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).</p> <p>Inspector: BRADLEY DOEPKER - Comments:</p>
FAIL	KNOX BOX - Knox Box Requirements and Location	<p>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 and search by fire department or zip code - select "Mt. Pleasant Fire Department" and place order for the type of Knox box desired.)</p> <p>Inspector: BRADLEY DOEPKER - Comments: Once installed contact Fire Department for locking of the box.</p>

STATUS	CODE	DESCRIPTION
FAIL	WATER SUPPLY (DEAD END) - 8in Dead End Capable of Required Fire Flow	<p>Provide an approved water supply capable of supplying the required fire flow for fire protection in accordance with Chapter 5, Section 507.1 of the 2012 Edition of the International Fire Code. (Provide the department with data to verify that the proposed dead end water supplies will provide the required fire flow for the proposed fire hydrants and the proposed building fire suppression system.)</p> <p>Inspector: BRADLEY DOEPKER - Comments:</p>
FAIL	WATER SUPPLY (GPM) - Capable of Supplying the Required Fire Flow	<p>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.)</p> <p>Inspector: BRADLEY DOEPKER - Comments: Fire Flow for this building is 2250GPM for 2 hours.</p>
FAIL	WATER SUPPLY (MAIN) - 8 in Water Main Supply	<p>All water main supply lines shall be a minimum of 8."</p> <p>Inspector: BRADLEY DOEPKER - Comments:</p>
FAIL	WATER SUPPLY (SPACING) - Number and Spacing of Hydrants	<p>Provide fire hydrant locations in accordance with Chapter 5, Section 507.5.1 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.</p> <p>Inspector: BRADLEY DOEPKER - Comments: Site is required to have 2 hydrants as indicated on plans. Spacing requirement is 225 ft from road and an average of 450ft spacing. Plans are correct unless they change.</p>

REINSPECTION DATE

12/24/2021

CONTACT SIGNATURE

Chad Snyder

Contact Refused
Refusal Reason: NA

INSPECTOR SIGNATURE

BRADLEY DOEPKER
Signed on: 10/25/2021 @ 15:49

LT

QUESTIONS ABOUT YOUR INSPECTION?

BRADLEY DOEPKER
bdoepker@mt-pleasant.org
(989) 779-5150

COMBINED PRELIMINARY FINAL SITE PLAN REPORT

TO:	Planning Commission	DATE:	November 1, 2021
FROM:	Rodney C. Nanney, AICP Community and Economic Development Director	ZONING:	B-4, General Business District
PROJECT:	PSPR 21-19 GrafX Central combined preliminary and final site plan application for a 6,000 square-foot building addition and associated site improvements.		
PARCELS:	PID 14-011-30-001-13		
OWNER(S):	St. Andre Trust		
LOCATION:	Approximately 1.58 acres located at 1580 S. Park Place in the SW 1/4 of Section 11.		
EXISTING USE:	Digital Printing	ADJACENT ZONING:	I-1 (Light Industrial District), B-4 (General Business)
FUTURE LAND USE DESIGNATION: <i>Industrial/Employment</i> areas are intended to “This category promotes traditional industrial employment. Located near regional nodes with convenient access to interchanges, this district provides an opportunity to diversify the industrial employment base of the township by reserving areas for research, development, technology, and corporate offices or campuses that will have less of an impact than traditional industrial uses. Uses to complement CMU’s Smart Zone would include research, design, engineering, testing, laboratories, diagnostics, and experimental product development. Types of industries may include automotive, electronics, alternative energy technologies, computers, communications, information technology, chemical or biomedical engineering.”			
ACTION REQUESTED: To review the PSPR 21-19 GrafX Central combined preliminary and final site plan dated October 7, 2021 for a 6,000 square-foot building addition and associated site improvements at 1580 S. Park Place in the southwest quarter of Section 11 and in the B-4 (General Business) District.			

Site Plan Approval Process

Per Section 14.2.C. of the Zoning Ordinance, both preliminary and final site plan approvals are required for this project. Per Section 14.2.J., preliminary site plan approval by the Planning Commission “shall indicate its general acceptance of the proposed layout of buildings, streets, drives, parking areas, and other facilities and areas.” Planning Commission approval of a final site plan “constitutes the final zoning approval for the project and allows for issuance of a building permit to begin site work or construction, provided all other construction and engineering requirements have been met” (Section 14.2.L.). Documentation of applicable outside agency permits and approvals will be required as part of a final site plan application.

Combining Preliminary and Final Site Plans.

An applicant may, at the applicant's discretion and risk and with approval of the Planning Commission, combine a preliminary and final site plan in an application for approval. The applicant shall pay the usual fees for both preliminary and final site plan review. The Planning Commission shall have the authority to require submittal of a preliminary site plan separate from a final site plan, where, in its opinion, the complexity or size of the project so warrant.

Combined Preliminary/Final Site Plan Review Comments

The following comments are based on the standards for preliminary site plan approval and specific elements of the proposed site plan:

1. **Section 14.2.P. (Required Site Plan Information).** The site plan does not fully conform to the minimum Section 14.2.P. information requirements for a final site plan, and is missing some items of information required for a preliminary site plan. In addition to the items noted elsewhere in this report, the following details and corrections will need to be addressed on an updated final site plan:

Missing Preliminary Site Plan Information	
Add a detailed use statement to the site plan describing the existing and proposed uses of the building and site, and the number of anticipated employees.	<input type="checkbox"/>
Add location of any proposed freestanding sign consistent with Zoning Ordinance standards, or add a note to the site plan that no freestanding signage is proposed.	<input type="checkbox"/>
Add the missing driveway widths to the plan at the road right-of-way and at the mid-point of the expanded parking lot.	<input type="checkbox"/>

2. **Section 8 (Environmental Performance Standards).** The applicant has confirmed on the completed Hazardous Substances Reporting Form that no hazardous substances are expected to be used, stored or generated on-site.
3. **Section 7.10 (Sidewalks and Pathways).** The five-foot wide concrete sidewalk required by Township ordinances was shown on the approved 2019 site plan across the entire frontage within the Park Place road right-of-way, but the applicant does not show the required sidewalk on the proposed 10/7/2021 site plan. Sidewalks are required on the site plan even if the applicant requests temporary relief from construction of the sidewalk in accordance with the Township's adopted (2018) sidewalk policy. The following sidewalk details will need to be addressed by the applicant on the final site plan submittal:
 - Show a proposed 5.0-foot wide concrete sidewalk on the site plan along the full width of the Park Place frontage, along with a cross-section detail, and show an internal sidewalk of the same materials and width from Park Place to the building entrance.
 - Add a written request for temporary relief from sidewalk construction on the site plan and identify the portions of the proposed sidewalk for which this relief is requested. List on the site plan the specific reasons for the requested relief consistent with the

Township's adopted sidewalk policy. Applicable potential reasons for relief are referenced below and the full policy can be found on the Township's website under *Departments: Zoning and Planning Services*:

1. *The development is located on a property zoned industrial.*
 3. *The development is located on property with road frontage where no car-pedestrian injury or fatality, due to the need of the pedestrian to walk in the roadway, has occurred for a distance of 1 mile in either direction of the development.*
4. **Section 9 - Parking, Loading, and Access Management.** The plan indicates 34 parking places but gives no formula used for that number. Digital printing is not specifically listed in the Zoning Ordinance with an associated parking standard. In 2019, a site plan for this property under the former Zoning Ordinance No. 1991-5 referenced a parking ratio of 1 space per 200 square-feet of usable floor area, which was determined to be adequate. Under the current Zoning Ordinance, the appropriate minimum parking standard would be: *“Commercial uses not otherwise specified and not deemed similar to above uses,”* which is 1 space per 250 square-feet of usable floor area. The following details will need to be addressed by the applicant on the final site plan:
- Add a floor plan to the site plan set with dimensions and the usable floor areas noted.
 - Show the minimum parking calculations on the site plan at the rate of 1 per 250 square-feet of usable floor area.
 - Add a loading area on the site plan that is at least 10 feet wide and 50 feet in length with at least 15 feet vertical clearance. The loading area cannot block vehicle or pedestrian access.
5. **Section 8.2. - Exterior Lighting.** Notes on sheet C3 indicate that wall-pack lighting will be provided, but the associated notes are insufficient to confirm compliance with Section 8.2 standards. The following details will need to be addressed by the applicant on the final site plan:
- Include manufacturer specifications and a legible picture or drawing of the wall-pack lighting fixture on the plan.
 - Add a photometric plan to the site plan set.
6. **Section 10. – Landscaping and Screening.** The landscaping and screening improvements depicted on sheet C3 conform to the General Site Requirements in Section 10.2, sub-section A. The parking lot landscaping conforms to the applicable requirements in Section 10.2, sub-section F. The landscaping improvements adjacent to the road right-of-way conform to Section 10.2, subsection B standards.

The applicant has also asked for approval of a landscaping modification per Section 10.7 to eliminate of location of a berm along S. Park Place due to drainage patterns on the site. Staff has no issue with this modification.

7. **Other site plan details.** The following additional details will need to be addressed by the applicant on the final site plan:
- Easement?** The approved 2019 site plan for this property dedicated a proposed future easement on the west side of the parcel. However, the 2019 plan did not indicate the purpose of this easement, which is missing from the 10/7/2021 proposed site plan. What is the purpose and status of this easement? The area of this easement is proposed to be occupied by a vehicle maneuvering area, stormwater management facilities, and the dumpster enclosure – which would appear to conflict with the potential purposes of an easement at this location. These issues and potential conflicts must be addressed by the applicant on the final site plan to the Planning Commission’s satisfaction.
 - Snow storage.** Show the anticipated location(s) for storage of snow from plowing the parking lot on the landscape plan sheet C3 in a manner that prevents conflicts with landscaping improvements.
 - Section 7.14 (Trash Removal and Collection).** Applicant has shown location of dumpster on site that meets height and location requirements. A 3-D specific rendering needs to be added to a notes page of the plan.
8. **Outside agency approvals.** The applicant shall be responsible for obtaining all necessary permits or approvals from applicable outside agencies, prior to final site plan approval. Review comments have been received from the Mt. Pleasant Fire Department and Isabella County Transportation Commission.
- Outstanding approvals from outside agencies include the Township Public Services Department, County Road Commission, and the County Drain Office for stormwater management.
 - The Public Services Department has requested that detailed civil plans, profiles, and specifications for installation of fire hydrant required by Mt. Pleasant Fire Department be submitted directly for Public Services review and approval prior to the revised final site plan submittal.
 - All outside agency comments and requests for plan changes must be fully resolved on the revised final site plan submittal.
 - Copies of all outside agency permits and approval letters will need to be submitted to Peter Gallinat, Zoning Administrator prior to or as part of the revised final site plan submittal.

Objective

The Planning Commission shall review the application materials and site plan, together with any reports and recommendations. The Planning Commission shall identify and evaluate all relevant factors and shall then take action by motion to approve the site plan, to approve the site plan with conditions, to deny the site plan application, or to postpone further consideration of the site plan to a date certain in accordance with Section 14.2.H. of the Zoning Ordinance.

Key Findings

1. The site plan as presented does not fully conform to the minimum Section 14.2.P. information requirements for a combined preliminary and final site plan submittal, but is sufficiently complete for consideration as a preliminary site plan.
2. Documentation of permits or approvals from multiple outside agencies required for final site plan approval and that could affect the final site design are missing or still in process of review.
3. With the exception of details that could be addressed on a revised final site plan, the site plan as presented generally conforms to the standards for preliminary site plan approval found in Section 14.2.S. (Standards for Site Plan Approval).

Recommendations

Based on the above findings I would have no objection to a Planning Commission action to grant preliminary site plan approval only for the PSPR21-19 GrafX Central site plan dated October 7, 2021 for a 6,000 square-foot building addition and associated site improvements at 1580 S. Park Place in the southwest quarter of Section 11 and in the B-4 (General Business) District, subject to the following conditions:

1. Provide all items of application, site plan, and outside agency approval documentation required per Section 14.2. as part of the revised final site plan submittal.
2. Revise the detailed use statement, sidewalk, parking, exterior lighting, easement, snow storage, and dumpster enclosure details on the site plan as necessary for compliance with Township ordinance requirements.
3. All outside agency comments and requests for plan changes must be fully resolved on the revised final site plan.

Please contact me at (989) 772-4600 ext. 241, or via email pgallinat@uniontownshipmi.com, with any questions about this information.

Respectfully submitted,

Rodney C. Nanney, AICP

Community and Economic Development Director

**Draft Motions: PSPR 21-19 GrafX Central Building Addition
Combined Preliminary - Final Site Plan Review Application**

MOTION TO APPROVE THE COMBINED PRELIMINARY – FINAL SITE PLAN AS PRESENTED:

Motion by _____, supported by _____, to approve the PSPR 21-19 GrafX Central combined preliminary and final site plan for a 6,000 square-foot building addition and associated site improvements at 1580 S. Park Place (parcel number 14-011-30-001-13) in the southwest quarter of Section 11 and in the B-4 (General Business) zoning district, finding that the October 7, 2021 site plan fully complies with the applicable Zoning Ordinance requirements for preliminary and final site plan approval, including Sections 14.2.P. (Required Site Plan Information) and 14.2.S. (Standards for Site Plan Approval).

MOTION TO APPROVE ONLY THE PRELIMINARY SITE PLAN WITH CONDITIONS:

Motion by _____, supported by _____, to approve only the PSPR 21-19 GrafX Central preliminary site plan for a 6,000 square-foot building addition and associated site improvements at 1580 S. Park Place (parcel number 14-011-30-001-13) in the southwest quarter of Section 11 and in the B-4 (General Business) zoning district, finding that the October 7, 2021 site plan can comply with applicable Zoning Ordinance requirements for preliminary site plan approval, including Sections 14.2.P. (Required Site Plan Information) and 14.2.S. (Standards for Site Plan Approval), subject to the following condition(s):

1. Provide all items of application, site plan, and outside agency approval documentation required per Section 14.2. as part of the revised final site plan submittal.
 2. Revise the detailed use statement, sidewalk, parking, exterior lighting, easement, snow storage, and dumpster enclosure details on the site plan as necessary for compliance with Township ordinance requirements.
 3. All outside agency comments and requests for plan changes must be fully resolved on the revised final site plan.
-

MOTION TO POSTPONE ACTION:

Motion by _____, supported by _____, to postpone action on the PSPR 21-19 GrafX Central combined preliminary and final site plan for a 6,000 square-foot building addition and associated site improvements at 1580 S. Park Place until _____, 2021 for the following reasons: _____

MOTION TO DENY:

Motion by _____, supported by _____, to deny the PSPR 21-19 GrafX Central combined preliminary and final site plan for a 6,000 square-foot building addition and associated site improvements at 1580 S. Park Place (parcel number 14-011-30-001-13) in the southwest quarter of Section 11 and in the B-4 (General Business) zoning district, finding that the October 7, 2021 site plan does not comply with applicable Zoning Ordinance requirements, including Sections 14.2.P. (Required Site Plan Information) and 14.2.S. (Standards for Site Plan Approval), for the following reasons:

TO: Planning Commission	DATE: November 8, 2021
FROM: Rodney C. Nanney, AICP, Community and Economic Development Director	
SUBJECT: Proposal to update the Township’s Private Road Ordinance No. 2000-09.	

Background Information

Summary of the Current Private Road Ordinance

The Township’s current Private Road Ordinance has been in effect without amendment for more than twenty years. This ordinance establishes basic standards for new private roads, including naming of the road, speed limit, spacing, traffic control signage, maintenance agreement, and compliance with Isabella County Road Commission standards for the type of proposed road based on the number of lots to be served by the road.

Deficiencies in the Current Ordinance

The following is a summary of issues and deficiencies noted by staff during a review of the current Ord. No. 2000-09:

1. The current ordinance does not clearly establish enforceable safety, width, and condition standards that would apply to all existing private roads.
2. The current ordinance does not address all of the potential forms of development that may include private roads. Private roads can be established through a subdivision plat or a condominium development, through a site plan approval process , or through a metes and bounds land division.
3. The current ordinance includes no minimum standards for private road plans.
4. Other than a somewhat oblique reference to the “Department of Public Works,” the current ordinance does not spell out an approval process or who is actually responsible for review and action on an application for private road approval.
5. There are also no provisions in the current ordinance for amending or altering a previously approved private road.
6. The current ordinance also conflicts with provisions of Zoning Ordinance No. 20-06 that do not allow for use of a shared driveway for access to two separate residences.

Proposal to Update the Private Road Ordinance

The following is a summary of staff-recommended updates and questions for Planning Commission consideration and input into any update to the Private Road Ordinance:

1. **Establish a clear approval process.**

- Subdivision plats. Add confirmation that private roads in a proposed subdivision plat shall conform to the standards of this ordinance but shall be subject to review and approval under the provisions of the Township's subdivision ordinance.
- Condominium developments. Add confirmation that private roads in a proposed condominium development shall conform to the standards of this ordinance but shall be subject to site plan approval under the Township's Zoning Ordinance.
- Metes and bounds land division. Establish a private road development plan approval process in the updated ordinance for roads that would serve lots to be created via metes and bounds land division. The process would include:
 - Preliminary private road development plan review and approval - *by the Planning Commission? or by Township staff?*
 - Outside agency approvals secured by the applicant from the Mt. Pleasant Fire Department, the Township Public Services Department, and the county Road Commission, Transportation Commission, and Drain office.
 - Final private road development plan review and approval - *by the Planning Commission? or by Township staff?*

2. **Minimum standards for existing private roads.** Add the following specific requirements that would apply to all existing private roads in the Township regardless of age or original method of approval:

- Minimum standards for improved roadway width, surface and turnaround area.
- Functional roadside drainage.
- Failure to maintain an existing road so that the Mt. Pleasant Fire Chief or designee can safely access properties and maneuver their vehicles would be an ordinance violation, with all responsible parties subject to potential penalties.
- No new lots could be created and no new principal buildings or dwellings could be constructed on an existing road that is in violation of these minimum standards.
- Addressing inconsistencies shall be subject to re-addressing by the county to ensure that all properties can be quickly accessed in an emergency.

3. **Paving?**

- Add a requirement that all new private roads be paved with asphalt or concrete in accordance with county Road Commission standards for paved local streets?*

4. **Special assessment district for maintenance?**

- Add a requirement that a special assessment district shall be established for maintenance and future repaving of all new private roads?*

Please contact me at (989) 772-4600 ext. 232 or via email at rnanney@uniontownshipmi.com with any questions or concerns.

Respectfully submitted,

Rodney C. Nanney, AICP

Community and Economic Development Director

210.000 PRIVATE ROADS
Ord. No. 2000-09
Adopted: December 18, 2000

An ordinance to regulate the construction of private roads within the Charter Township of Union.

The Charter Township of Union, Isabella County, Michigan, Hereby Ordains:

210.001 Title, intent and purpose.

Sec. I. This ordinance shall be known and cited as the "Union Township Private Road Ordinance". The intent of this ordinance is to provide and manage access to land development, while preserving the regional flow of traffic in terms of safety, capacity, and speed. If access systems are not properly designed, these thoroughfares will be unable to accommodate the access needs of development and retain their primary transportation function. This ordinance balances the right of reasonable access to private property, with the right of the citizens of the Charter Township of Union and the State of Michigan to safe and efficient travel. Regulations have been applied to private roads for the purpose of reducing traffic accidents, personal injury, and property damage attributable to poorly designed access systems, and to thereby improve the safety and operation of the roadway network. This will protect the substantial public investment in the existing transportation system and reduce the need for expensive remedial measures. These regulations also further the orderly layout and use of land, protect community character, establish emergency vehicle access and conserve natural resources by promoting well-designed road and access systems and discouraging the unplanned subdivision of land.

210.002 Private roads.

Sec. II.

1. Private driveways designed to serve one or two lots which may not be served by a driveway from a public road are exempt from these regulations. Such lots typically do not have frontage on a public road and are served by easements or by "flag" lots.
2. Private roads may be permitted in accordance with the requirements of this Section and the following general standards shall apply:
 - a) All private roads in the township shall be constructed to Isabella County Road Commission (I.C.R.C.) specifications as revised and contained in "Standards and Specifications for Plat Development/Site Condominium Development and Street Construction" and have an easement of a minimum of 66 feet in width.
 - b) Private roads that are generally accessible to the public shall have all traffic control features, such as striping or markers, in conformance with the Manual of Uniform Traffic Control Devices.
 - c) The minimum distance between private road outlets on a single side of a public road shall be 660 feet, or less where provided by access classification and standards for state roads and local thoroughfares.
 - d) All properties served by the private road shall provide adequate access for emergency vehicles and shall conform to the approved local street numbering system.

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- e) All private roads shall be designated as such and will be required to have adequate signage indicating the road is a private road and not publicly maintained.
 - f) All private roads shall have a posted speed limit not to exceed 20 miles an hour.
 - g) All private roads shall have adequate provisions for drainage and stormwater runoff as provided in the above referenced ICRC document.
3. Private roads serving between three and 13 unplatted lots may utilize the I.C.R.C.'s Typical Rural Residential cross section without the bituminous surface. The road commission shall not be compelled to accept roads constructed to this lesser standard.
 4. Roads serving more than 13 lots shall be constructed or upgraded to meet all specifications in the above referenced I.C.R.C. document.
 5. Applications for subdivision and land divisions approvals that include private roads shall include a drainage plan and road construction plan, prepared by a registered engineer. The township appointed engineer shall review private road plans for conformance with this Code.
 6. Construction permits are required for connection to public roads. Application for road construction shall be made concurrent with the creation of a lot that does not have frontage on a public road. A road construction permit shall be issued after approval of the private road plan and the entire length of the road shall be inspected during construction and upon completion. If found in conformance, a final use permit shall be issued.
 7. No building permit shall be issued for any lot served by a private road until the private road has been constructed and approved, so that all lots to be served by the private road have access to a public road. All lots that are in existence at the time of adoption of this ordinance shall be issued building permits, providing all other requirements for a building permit are met.
 8. A road maintenance agreement, drafted by the applicant and approved by the township attorney shall be recorded with the deed of each property to be served by a common private road. The agreement shall provide for:
 - a) A method to initiate and finance a private road and maintain that road in good condition;
 - b) A method of apportioning maintenance costs to current and future users;
 - c) A provision that the township may inspect, and if necessary, require that repairs be made to the private road to ensure that safe access is maintained for emergency vehicles. If required repairs are not made within six months of date of notice, the township may make the necessary repairs and assess owners of parcels on the road for the cost of all improvements plus an administrative fee, not to exceed 25% of total costs;
 - d) A provision that the majority vote of all property owners on the road shall determine how the road is maintained except in the case of emergency repairs as outlined above;
 - e) A statement that no public funds shall be used to construct, repair or maintain the road;
 - f) A provision requiring mandatory upgrading of the roadway if additional parcels are added to reach the specified thresholds; and
 - g) A provision that property owners along that road are prohibited from restricting or in any manner interfering with normal ingress and egress by any other owners or persons needing to access properties with frontage on that road.
 9. No private road shall be incorporated into the public road system unless it is built to public road specifications of the county. The property owners shall be responsible for bringing the road into conformance.

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10. All private roads shall have a sign and name meeting township standards and shall include the following notice: "Private Road" "Not maintained by Public".
 11. An application fee will be established by the Director of Public Works to cover administrative, processing, and inspection costs.
 12. The United States postal service and the local school district are not required to use the private road for access to the parcels abutting the private road and may require that service be provided only at the closest public access point.

210.003 Severability.

Sec. III. The provisions, sections, sentences and phrases of this Ordinance are declared to be severable and if any such portion is declared unconstitutional or invalid for any reason by a court of competent jurisdiction, such finding shall in no way affect or invalidate the remainder of this Ordinance.

210.004 Effective date.

Sec. IV. This Ordinance will take effect immediately after publication.

Sidewalk and Pathway Ordinance Punchlist Report

TO:	Planning Commission	DATE:	November 9, 2021
FROM:	Peter Gallinat, Zoning Administrator		
SUBJECT:	Proposal to update the Township's Sidewalk and Pathway Ordinance No. 2009-03.		

Background Information

Summary of the Current Sidewalk and Pathway Ordinance

The Township's current Sidewalk and Pathway Ordinance establishes basic construction standards for new sidewalks and paved pathways, with a primary focus on public sidewalks that would be located within existing road rights-of-way. Additional provisions establishing responsibility for maintenance and repairs are also included. The ordinance also establishes the Sidewalks and Pathways Prioritization Committee with the charge *"to plan and prioritize construction of sidewalks and pathways (and to) meet as needed to review the plan and make recommendations to the Township Board."*

Deficiencies in the Current Ordinance

The following is a summary of issues and deficiencies noted by staff during a review of the current Ord. No. 2009-03:

1. Minimum sidewalk width requirements are insufficient and not consistent with current practices. In addition, clarification is needed regarding standards for connections from the public sidewalk to building entrances.
2. The current ordinance does not address where installation of a "pathway" vs. a "sidewalk" would be preferred.
3. Standards for sidewalk easements outside of the road right-of-way are missing.
4. Provisions for enforcement responsibilities are out-of-date.
5. The current ordinance provides no distinction between rural and urban areas as it relates to requirements for sidewalk or pathway installation.
6. The current ordinance is in conflict with the 2018 policy adopted to allow for temporary relief from sidewalk construction, as there is no enabling language in the current ordinance for this policy.
7. Provisions describing the specific duties of the Sidewalks and Pathways Prioritization Committee leave far too much room for interpretation. The relationship between the committee and the Planning Commission is also less clear than it should be.

Proposal to Update the Sidewalk and Pathway Ordinance

The following is a summary of staff-recommended updates and questions for Planning Commission consideration and input into any update to the Sidewalk and Pathway Ordinance. The “129.xxx” number references are to identify proposed amendments to the associated sections of the current Sidewalk and Pathway Ordinance:

Revise Section 129.002 (Purpose and scope of application)

- Clarify this section to confirm that the ordinance establishes standards for:
 - sidewalks and pathways located in public road rights-of-way;
 - sidewalks and pathways located within dedicated easements; and
 - pedestrian connections from building entrances to current or future public sidewalks or pathways along the road or street.

Revise Section 129.003 (Definitions)

- Add definitions for Zoning Administrator, the Economic Development Authority (EDA) Board and the East and West Downtown Development Authority (DDA) Districts.

Revise Section 129.004 (Standards)

- Under *Construction Standards*, consider:
 - increasing the minimum sidewalk width from 4 feet to 5 feet in general;
 - adding a higher than general minimum width of sidewalks for portions of roads such as E. Bluegrass Road, E. Broomfield Road, S. Isabella Road, and the M-20 state highway corridor, as specified in the updated ordinance; and
 - identifying specific circumstances where a pathway would be preferred over a sidewalk (such as what exists on E. Deerfield Road between S. Mission Road and S. Crawford Road).
 - Exempting mobile home park developments from requirements for internal sidewalks with the development, since regulation these sidewalks is pre-empted by the state Mobile Home Commission Act. These developments would remain subject to requirements of this ordinance to provide a required sidewalk or pathway along their public road frontage.
- Under *Location*, consider adding to subsection “d.” language about a dedicated easement from property owner as a reason for modification of the location.
- Under *Maintenance responsibility*, should sidewalk maintenance along E. Pickard Rd. in the East DDA District remain with the property owners, or should the ordinance be updated to reflect the EDA Board’s practice of funding this work?
- Under *Snow and ice removal*, enforcement is not reasonably possible. The cutoff time is 6pm when the Township Hall is closed. The temperatures can fluctuate through the day and snow drifting is unpredictable. Staff recommends that this subsection be updated with a general requirement that sidewalks need to be kept clear of snow and ice within a reasonable set time period following the end of a snowfall event. Township staff would then work with a property owner as needed through the enforcement process to ensure that the snow and ice is removed in a timely manner

Revise Section 129.005 (Sidewalks and pathways plan)

- Revise establishment language for the Sidewalks and Pathways Prioritization Committee to confirm that:
 - with the exception of the Board of Trustees representative, committee members are appointed by the Planning Commission;
 - the committee is an advisory committee to the Planning Commission as authorized by Section 17(2) of the Michigan Planning Enabling Act (Public Act 33 of 2008, as amended);
 - the committee’s advisory role related to planning for sidewalks and pathways is delegated to them by the Planning Commission;
 - the Planning Commission may, by motion, direct that the committee focus on a specific issue, project or geographic area; and
 - the Planning Commission may, by motion, discontinue the work of the committee to take back these delegated planning responsibilities.
- Clarify the language outlining the duties of the committee to be more consistent with the committee’s advisory role.
- Consider a set meeting schedule for the committee, such as *“may meet up to four (4) times per year, including a joint meeting with the Planning Commission.”*

Revise Section 129.006 (Enforcement)

- Update the references to enforcement personnel and provisions for inspections and violations to be consistent with the Community and Economic Development Department’s current practices and organizational structure.
- Better coordinate the “sidewalk permit” provisions with current Township development review and permitting activities.
- For the *Site plan review* subsection, include requirements for sidewalks or pathways to be shown on all plans in accordance with location, along with details for how the sidewalk or pathway will be paved.
- For the *Authority of the Township Board to require sidewalk or pathway construction or maintenance*, consider adding provisions for the Board to seek a Planning Commission recommendation as a step in the process prior to final consideration of an order to construct a new sidewalk or pathway.
- If the Township will be using a vendor to install or repair sidewalks at the owner’s expense, consider borrowing the language from the Noxious Weeds Ordinance for the enforcement process of paying the vendor and then charging the property owner.

Revise Section 129.007 (Penalties, severability, conflicting provisions, effective date)

- Update the penalty provisions to be consistent with recent updates to other Township ordinances.

Insert the Temporary Relief from Sidewalk Construction Policy into the updated ordinance

- Include the entire process that an applicant would have to go through to correctly request temporary relief from sidewalk/pathway construction into the updated ordinance, with the following adjustments from the current (2018) policy:

- Consider removing the allowance for relief in the industrial zoning districts, since there is just as much of a need for workers to be able to access these employment centers by walking and bicycling as there is to have adequate vehicular access.
- Consider removing the allowance for relief associated with an absence of pedestrian-vehicle accidents resulting in an injury or fatality. This is not a statistic that Township staff can easily track or verify.
- Consider adding an allowance for partial relief on a corner lot where compliance with this ordinance would require the applicant to construct a sidewalk access ramp or similar improvement on the other side of a street.
- Should the EDA Board have any role under an updated ordinance for consideration of requests for relief within the East or West DDA Districts?

Consider adding provisions for payment in lieu of sidewalk construction?

- Consider establishment of a Sidewalks and Pathways Fund with a provision similar to this:
 - The Township may agree to allow a property owner to post a cash deposit in lieu of sidewalk or pathway construction, in an amount equivalent to the cost of construction, which would be held in deposit until the adjacent properties develop and install sidewalks or pathways.
 - This option should only be available under very limited circumstances or in specific locations of the Township identified in the updated ordinance (such as along the E. Broomfield Rd. commercial area east of S. Lincoln Rd.).

Please contact me at (989) 772-4600 ext. 241, or via email at pgallinat@uniontownshipmi.com, with any questions about this letter.

Respectfully submitted,

Peter Gallinat, Zoning Administrator
Community and Economic Development Department

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129.000 SIDEWALK AND PATHWAY ORDINANCE
Ordinance No. 2009-03
Adopted: December 30, 2009

An Ordinance enacted pursuant to Michigan Public Act 246 of 1931 and Public Act 246 of 1945, as amended, to specify standards for design, maintenance, and use of sidewalks or pathways located in public road rights-of-way; establish requirements for obtaining permits to construct sidewalks or pathways; designate sidewalk and pathway maintenance responsibilities; and, establish enforcement procedures and penalties for violation of the Ordinance.

THE CHARTER TOWNSHIP OF UNION, ISABELLA COUNTY, MICHIGAN, HEREBY ORDAINS:

129.001 Title.

Sec. 1. This Ordinance is hereby designated as and shall be referred to as the Charter Township of Union Sidewalk and Pathway Ordinance. Within the following text it may be referred to as this Ordinance.

129.002 Purpose and scope of application.

Sec. 2.

(2.01) *Purpose.* The purposes of this Ordinance are to protect and promote public health, safety, and welfare by specifying standards for design, maintenance, and use of sidewalks and pathways located in public road rights-of-way; establishing requirements for obtaining permits to construct sidewalks or pathways; designating sidewalks or pathways maintenance responsibilities; and, establishing enforcement procedures and penalties for violation of the Ordinance. These regulations are the minimum standards deemed necessary to provide suitable and safe off-road accommodations for pedestrians.

(2.02) *Scope of application.* The requirements in this Ordinance shall apply to sidewalks and pathways constructed within a public right-of-way.

129.003 Definitions.

Sec. 3.

Building Official: The officer or other authority designated by the Township Board to administer and enforce the Building Code.

Detectable Warning Surfaces: Corrosion resistant grey iron in pavement that is installed to signal visually-impaired pedestrians where a sidewalk or pathway intersects a road.

Pathway: An off-road shared use, non-motorized path, usually asphalt, separate from the public road (though sometimes in the public right-of-way). All cyclists regardless of age are encouraged to use pathways.

Planning Commission: The Planning Commissioners of the Charter Township of Union, Isabella County, Michigan.

Sidewalk: A paved path, usually concrete, located in a road right-of-way but away from the actual road surface, and designed, constructed, and designated for pedestrian travel. While Michigan law (MCL 257.660c and 257.660d) allows for travel on sidewalks or pathways by bicycle, provided they yield to pedestrians and do not impede traffic by pedestrians, adult cyclists are encouraged to use roadways or pathways as safer options.

Township: The Charter Township of Union, Isabella County, Michigan.

Township Board: The Supervisor, Clerk, Treasurer, and Trustees of the Charter Township of Union, Isabella County, Michigan.

129.004 Standards.

Sec. 4.

(4.01) *Use of sidewalks or pathways.*

1. *Pedestrian use.* Sidewalks or pathways, as defined herein, are for pedestrian use, and are not intended for use by motorized vehicles, such as but not limited to, motorcycles, mopeds, or off-road utility vehicles. Travel by non-motorized bicycles is permitted. Bicycles shall yield to pedestrians.
2. *Unlawful damage.* It shall be unlawful to damage or deface a sidewalk or pathway by any means.

(4.02) *Construction standards.* Sidewalks or pathways shall comply with the standards set forth herein and any supplemental engineering standards that may be adopted by the Township Board, and with Isabella County Road Commission (ICRC) standards (at the time of adoption of this Ordinance, ICRC enforces Michigan Department of Transportation (MDOT) sidewalk specifications on roads under the Road Commission's jurisdiction). In the event of a conflict between standards, the agency with roadway jurisdiction shall prevail if the sidewalk or pathway is located in a public road right-of-way. In the event of conflict between different standards, the more stringent standard shall apply.

1. *Minimum width:* Sidewalks: Four (4) feet; Pathways: Eight (8) feet.
2. *Location:*
 - a. Sidewalks shall be located one (1) foot off the property line in the road right-of-way, except where the planned right-of-way is greater than the width of the existing right-of-way, in which case the sidewalk shall be located one (1) foot inside the planned right-of-way.
 - b. Sidewalks shall be aligned horizontally and vertically with existing sidewalks on adjacent properties.
 - c. Pathways may be constructed in lieu of sidewalks or in locations that do not parallel roadways.
 - d. The Planning Commission may modify these width and location requirements upon finding that another location would be more appropriate because of the location of utilities, existing landscaping or trees, the location of connecting sidewalks or pathways on adjacent parcels, or other site considerations.
3. *Paving.* Sidewalks shall be concrete with a depth of at least four (4) inches, except that sidewalks across a driveway or other vehicle crossing shall be reinforced and have a depth of at least six (6) inches. Concrete shall be placed over 6" compacted sand. Pathways shall be 3" hot mix asphalt over 6" 22A gravel (minimum grade). A minimum of 6" top soil shall be removed under concrete or asphalt. Other types of paving may be permitted, subject to Planning Commission approval. Paving shall be placed on appropriate compacted fill to provide a proper base and to prevent the pavement from uneven settling, heaving, and/or cracking.
4. *Barrier-free design.* Sidewalks or pathways shall comply with all state and federal barrier-free requirements. Accordingly, ramps shall be provided at curbs and other locations involving a grade change.

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5. *Grading and drainage.* Proposed sidewalks or pathways shall be designed to maintain the existing direction and flow of storm water and to avoid damming or flooding.
 6. *Detectable warning surfaces.* Detectable warning surfaces shall be installed wherever a sidewalk or pathway approaches an intersection with a road, and shall be constructed in accordance with the Michigan Department of Transportation Special Provision for Sidewalk Ramp, ADA, Modified, 06-09-06, and revised 07-13-06.
 7. *Existing sidewalks or pathways.* Unless required by other statutes, existing sidewalks or pathways shall not be required to conform to subsections 4 and 6 of Section 4.02. When an existing sidewalk or pathway section requires replacement, those portions being replaced shall conform to the standards of this Ordinance.

(4.03) *Maintenance standards.*

1. *Maintenance responsibility.* It shall be the duty of the property owner to maintain public sidewalks or pathways on or adjoining said property in accordance with Section 4.03. Failure to comply with any provision in Section 4.03 shall be considered a breach of this duty. Any damages resulting from such a breach shall be the sole responsibility of the property owner.

A legally established homeowners association or condominium association may assume the responsibility for maintenance of public sidewalks or pathways within a subdivision or condominium under its jurisdiction. The terms under which such an association assumes such responsibility, including the method of funding sidewalk or pathway maintenance, shall be specified in the recorded subdivision covenants, conditions and restrictions or condominium association master deed and bylaws, as applicable. A Special Assessment District shall be established in the name of the association if the association at any time fails to meet the maintenance standards.

2. *Repairs or restoration.* A sidewalk or pathway that becomes cracked or damaged to the extent that the sidewalk or pathway becomes potentially unsafe for use shall be repaired or restored in compliance with the construction standards specified herein. The following standards shall deem a sidewalk or pathway in need of repair or restoration:
 - a. If the sidewalk has displacement of more than three-quarters ($\frac{3}{4}$) of an inch between any two (2) sections (flags) of sidewalk at the connection joint.
 - b. If the sidewalk or pathway has more than two (2) cracks of one-quarter ($\frac{1}{4}$) inch in width or more in any two (2) linear feet.
 - c. If the sidewalk or pathway has a crack more than three-quarters ($\frac{3}{4}$) inch in width.
 - d. If any section of sidewalk is tilted in excess of one (1) inch per foot from edge to edge in a transverse direction.
 - e. If, in any flag of sidewalk, more than fifty percent (50%) of the surface has scaled off to a depth of one-quarter ($\frac{1}{4}$) inch or greater.
 - f. If the concrete or asphalt has settled, allowing water to pond to depth of one (1") inch or more.
3. *Obstructions.* Sidewalks or pathways shall be kept free of all obstructions, including but not necessarily limited to, obstructions from structures, vehicles, equipment, debris, and vegetation. This restriction shall not apply to temporary obstructions due to maintenance or construction work on or adjacent to the sidewalk or pathway, in which case appropriate barriers and signage shall be erected to maintain public safety.

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4. *Snow and ice removal.* Sidewalks or pathways shall be kept free and clear of ice and snow. Snow shall not be piled in a manner that might obstruct the vision of drivers or that blocks or impairs travel on a sidewalk, pathway or road.
 - a. Snow that has accumulated in or during the nighttime shall be removed by 6:00 p.m. of the following day;
 - b. Snow falling or drifting during the day shall be removed before 12:00 noon of the following day;
 - c. In the event of unusual circumstances, including holiday observances, prolonged periods of snow or ice storms, or other unforeseeable conditions, the building official or code enforcement officer may extend the time to remove ice or snow.

129.005 Sidewalks and pathways plan.

Sec. 5.

- (5.01) *Duties of sidewalks and pathways prioritization committee.* The Planning Commission shall designate a committee to plan and prioritize new construction of sidewalks and pathways. The Sidewalks and Pathways Prioritization Committee will meet as needed to review the plan and make recommendations to the Township Board.
- (5.02) *Composition of sidewalks and pathways prioritization committee.* The committee shall consist of:
 - A representative of the Township Board.
 - A representative of the Planning Commission.
 - Two residents of the Charter Township of Union.
 - One member At-Large.
 - The Zoning Administrator (ex officio, non-voting)

The terms of each member shall be 2 years. The Township Board member, one township resident, and the At-Large member shall serve initial 2-year terms. The Planning Commission member and second township resident shall serve initial 1-year terms followed by subsequent 2-year terms.

129.006 Enforcement.

Sec. 6.

- (6.01) *Duties of the building official.* The Building Official shall have primary authority to enforce this Ordinance, as outlined in this Section.
 1. *Permits.*
 - a. A permit is required from the Township prior to the construction, removal, or repair of a sidewalk or pathway. A permit may be obtained by submitting a completed application form, along with plans and specifications, and the required fee, to the Township Building Department. The Building Official shall be responsible for evaluating the application to determine compliance with Ordinance standards (and to determine compliance with the approved site plan, where applicable) and issuing the permit. A separate permit shall not be required if the proposed sidewalk or pathway is part of a larger development that requires a building permit. A copy of the permit shall be kept at hand at the construction site.

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- b. The applicant shall be responsible for obtaining any permits required by the Isabella County Road Commission related to sidewalk or pathway construction within a County road right-of-way.
 2. *Inspection.* During construction, the Building Official shall be responsible for inspection. In fulfilling this responsibility, the Building Official shall follow the inspection guidelines set forth in the adopted building code.
 3. *Violations.* The Building Official shall be responsible for investigating violations of this Ordinance. Whenever the Building Official determines that a violation exists, the Building Official shall pursue compliance following the enforcement procedures set forth in the adopted building code. If the owner of property where a sidewalk or pathway has fallen into a state of disrepair such that it is unsafe for use fails to complete repairs within thirty (30) days after notification, then the Township may cause necessary repairs and charge the property owner for the costs of repair. If such costs are not paid by the property owner the costs shall become a lien against the property.
- (6.02) *Site plan review.* If a proposed sidewalk or pathway is part of larger development that requires site plan review, then the sidewalk or pathway shall be shown on the site plan, which plan shall be reviewed in accordance with the site plan review procedures set forth in the Zoning Ordinance.
- (6.03) *Authority of the Township Board to require sidewalk or pathway construction or maintenance.* In accordance with Michigan Public Act 246 of 1931 and Act 246 of 1945, as amended, the Township Board may order the construction, repair, or maintenance of, or may construct, repair, or maintain sidewalks or pathways in a designated area within the Township because of the health, safety, or welfare of the residents. The Township Board shall hold a public meeting relative to the ordering of the sidewalk or pathway construction, repair, or maintenance and shall notify property owners involved of the time and place of the hearing. If the Township Board determines that the construction, repair or maintenance of sidewalks or pathways is necessary, it may construct, repair, or maintain the sidewalks or pathways and assess the costs to the property involved, payable over no longer than a ten-year period, or permit the owners of the property involved to have the sidewalks or pathways constructed, repaired, or maintained according to Township specifications at their own expenses. The Township Board may also propose a cost-sharing mechanism either from general revenues or a Township-wide sidewalk and pathway construction fund. In situations where a proposed sidewalk or pathway does not currently have connecting sidewalks or pathways on the adjacent properties on either side, the Township Board may require a property owner to post a cash deposit in lieu of construction, in an amount equivalent to the cost of construction, which would be held in deposit until the adjacent properties develop and install sidewalks or pathways.

129.007 Penalties, severability, conflicting provisions, effective date.

Sec. 7.

- (7.01) *Penalties.* Any person who violates any provision of this Ordinance is responsible for a civil infraction, and shall be liable for a fine of not more than \$100 and the costs of prosecution for the first violation. Upon a finding of responsibility for a subsequent violation, such person shall be liable for a fine of not more than \$500 and the costs of prosecution. In addition, the Township may exercise those rights identified in Section 5.03 of this Ordinance or seek such injunctive or other relief as may be appropriate to abate a continuing violation, the Township's costs thereof to be borne by the responsible party.
- (7.02) *Severability.* Should any portion of this Ordinance be found invalid for any reason, such a finding shall not be construed as affecting the validity of the remaining portions of the Ordinance, which shall remain in full force and effect.

(7.03) *Conflicting provisions repealed.* All other ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed to the extent necessary to give this Ordinance full force and effect.

(7.04) *Effective date.* This Ordinance was adopted by the Township Board of the Charter Township of Union, Isabella County, Michigan on the 30th day of December, 2009, and shall take effect on the 10th day of January, 2010, thirty (30) days following publication in a newspaper of general circulation within the Charter Township of Union, in accordance with Michigan statutes.