

Planning Commission Regular Meeting November 21, 2023 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 17, 2023 Regular Meeting

- 6. CORRESPONDENCE / BOARD REPORTS / PRESENTATIONS
 - A. Thering updates from Board of Trustees
 - B. Buckley updates from ZBA
 - C. Community and Economic Development Monthly Report
 - D. Other Reports
- 7. PUBLIC COMMENT: Restricted to (3) minutes regarding items not on this agenda
- 8. NEW BUSINESS
 - A. PFINALSPR23-02 Final site plan application for Hal Banks proposed building addition for indoor golf, archery, office space and related storage located at 2160 E. Remus Road.
 - a. Introduction by staff
 - b. Updates from the applicant
 - c. Commission review of the site plan
 - d. Commission deliberation and action (approval, denial, approval with conditions, or postpone action)
 - **B.** PRESPR23-04 Preliminary site plan application for a proposed 6,000 square-foot building addition and associated site improvements for the Wal-Mart retail store located at 4730 Encore Blvd.

- **a.** Introduction by staff
- **b.** Updates from the applicant
- c. Commission review of the site plan
- **d.** Commission deliberation and action (approval, denial, approval with conditions, or postpone action
- C. PSPR22-04 Request for approval of a 365 calendar day extension to October 15, 2024 for the approved PSPR22-04 final site plan for the new Krist Oil Filling Station at 4972 E. Pickard Rd. (PID 14-014-20-041-01).
 - a. Introduction by staff
 - b. Commission deliberation and action (approval, denial, approval with conditions, or postpone action)
- 9. OTHER BUSINESS
 - A. Continuation of a process to update the Master Plan
 - a. Introduction by staff
 - b. Discussion by the Commissioners
- 10. EXTENDED PUBLIC COMMENT: Restricted to (5) minutes regarding any issue
- 11. FINAL BOARD COMMENT
- 12. ADJOURNMENT

Hybrid Meeting Instructions for the Charter Township of Union Planning Commission

The public can view all Union Township meetings live by clicking on our <u>YouTube Channel</u>. For those who would like to participate, you can do so via Zoom.

<u>Click here</u> to participate in the Zoom Meeting via computer or smart phone. (Meeting ID Enter "839 8031 3172" Password enter "240465"). Access to the electronic meeting will open at 6:50 p.m. and meeting will begin at 7:00 p.m.

Telephone conference call, dial (312-626-6799). Enter "839 8031 3172" and the "#" sign at the "Meeting ID" prompt, and then enter "240465" at the "Password" prompt. Lastly, re-enter the "#" sign again at the "Participant ID" prompt to join the meeting.

- All public comments for items on the agenda will be taken at the Public Comment and any issue not on the agenda will be taken at the Extended Public Comment section of the Agenda.
- Computer/tablet/smartphone audience: To indicate you wish to make a public comment, please use the "Reactions" icon. **Next, click on the "Raise Hand" icon** near the bottom right corner of the screen.



- To raise your hand for telephone dial-in participants, press *9. You will be called on by the last three digits of your phone number for comments, at which time you will be unmuted by the meeting moderator.
- Please state your name and address for the minutes and keep public comments concise.

You will be called upon once all in-person comments have been made, at which time you will be unmuted by the meeting moderator.

Persons with disabilities needing assistance should call the Township office at (989) 772-4600. Persons requiring speech or hearing assistance can 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.

Charter Township

Planning Commission	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	Squattrito	2/15/2026				
3-Vice Chair	Ryan	Buckley	2/15/2025				
4-Secretary	Doug	LaBelle II	2/15/2025				
5 - Vice Secretary	Tera	Albrecht	2/15/2024				
6	Stan	Shingles	2/15/2024				
7	Paul	Gross	2/15/2025				
8	Nivia	McDonald	2/15/2026				
9	Jessica	Lapp	2/15/2026				
Zoning Boar	d of Appeals Members (5	5 Members, 2 Alternates)	3 year term				
#	F Name	L Name	Expiration Date				
1-Chair	Liz	Presnell	12/31/2025				
2 -Vice Chair	Richard	Barz	12/31/2025				
3- PC Rep	Ryan	Buckley	2/15/2025				
4 -	Vac	Vacant					
5 -	Eric	Loose	12/31/2024				
Alt. #1	David	Coyne	12/31/2024				
Alt #2 (BOT Represantive)	Jeff	Brown	11/20/2024				
	Board of Review (3 N	1embers) 2 year term					
#	F Name	L Name	Expiration Date				
1	Doug	LaBelle II	12/31/2024				
2	Sarvjit	Chowdhary	12/31/2024				
3	Bryan	Neyer	12/31/2024				
Alt #1	Randy	Golden	12/31/2024				
Со	nstruction Board of Appea	als (3 Members) 2 year te	rm				
#	F Name	L Name	Expiration Date				
1	Colin	Herren	12/31/2023				
2	Joseph	Schafer	12/31/2023				
3	Andy	Theisen	12/31/2023				
*Term begins 1/1/2024	William	Gallaher	12/31/2025				
Hannah's Bai	k Park Advisory Board (2	Members from Township) 2 year term				
1	Mark	Stuhldreher	12/31/2024				
2	John	Dinse	12/31/2025				
	Chippewa River District L	ibrary Board 4 year term					
1	Ruth	Helwig	12/31/2027				
2	Lynn	Laskowsky	12/31/2025				



Board Expiration Dates

EDA Board Members (9 Members) 4 year term						
#	F Name	L Name	Expiration Date			
1-Chair	Thomas	Kequom	4/14/2027			
2-VC/BOT Rep	Bryan	Mielke	11/20/2024			
3	James	Zalud	4/14/2027			
4	Richard	Barz	2/13/2025			
5	Robert	Bacon	1/13/2027			
6	Marty	Figg	6/22/2026			
7	Sarvjit	Chowdhary	6/22/2027			
8	Jeff	Sweet	2/13/2025			
9	David	Coyne	3/26/2026			
	Mid Michigan Area Cable	Consortium (2 Members)				
#	F Name	L Name	Expiration Date			
1	Kim	Smith	12/31/2025			
2	vacan	t seat				
Cultural and	Recreational Commissio	n (1 seat from Township)	3 year term			
#	F Name	L Name	Expiration Date			
1	Robert	Sommerville	12/31/2025			
Sidewalks and F	Pathways Prioritization Co	mmittee (2 year term -PC	Appointments)			
#	F Name	L Name	Expiration Date			
1 - BOT Representative	Kimberly	Rice	11/20/2024			
2 - PC Representative	Stan	Shingles	2/15/2024			
3 - Township Resident	Jeff	Siler	8/15/2023			
4 - Township Resident	vacan	t seat	10/17/2022			
5 - Member at large	Phil	Hertzler	8/15/2023			
Mid Michigan /	Aquatic Recreational Auth	ority (2 seat from Townsh	nip) 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	12/31/2025			
1-Union Township	Stan	Shingles	12/31/2026			
2-Union Township	Allison	Chiodini	12/31/2025			
1-Mt. Pleasant Schools	Lisa	Diaz	12/31/2024			
1-Member at Large	Mark	Stansberry	2/14/2025			
2- Member at Large	Michael	Huenemann	2/14/2025			

CHARTER TOWNSHIP OF UNION Planning Commission <u>Regular Meeting Minutes</u>

A regular meeting of the Charter Township of Union Planning Commission was held on October 17, 2023, at 7:00 p.m. at the Union Township Hall.

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

Roll Call

Present: Albrecht, Gross, LaBelle, Lapp, McDonald, Shingles, and Squattrito Excused: Buckley and Thering

Others Present

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

Approval of Agenda

Shingles moved Gross supported to approve the agenda as presented. Vote: Ayes: 7. Nays: 0. Motion Carried

Approval of Minutes

Gross moved **McDonald** supported to approve the regular meeting minutes from September 19, 2023 as presented. **Vote: Ayes: 7. Nays: 0. Motion carried.**

Correspondence / Reports/ Presentations

- A. Board of Trustees updates by Thering No updates were given.
- B. ZBA updates by Buckley No updates were given.
- C. Community and Economic Development Monthly Report
- D. Other Reports N/A

Public Comment

Open 7:05 p.m. No comments were offered. Closed 7:05 p.m.

New Business

- A. <u>MINORSPR23-11 Minor Site Plan for Michael Engineering 5625 Venture Way Revised</u> <u>"As-Built Landscaping Plan" sheet dated 8/15/2023</u>
 - a. Introduction by Staff
 - b. Updates from the applicant
 - c. Commission review of the revised landscape plan sheet
 - d. Commission deliberation and action (approval, denial, approval with conditions, or postpone action)

Nanney introduced the PMINORSPR23-11 Minor site plan for Michael Engineering at 5625 Venture Way. During construction of the approved project, the owner of Michael Engineering discovered that the landscaping design was not consistent with their needs and in conflict with previously unidentified

underground communications cables, and so proposed a revised landscaping plan with a request for approval of modifications per Section 10.7 (Modifications). Staff found that the revisions to the landscaping plan are in accordance with the criteria for modifications in Section 10.7 and that the minor site plan meets the requirements of Section 14.2.P (Required Site Plan Information and Section 14.2.S (Standards for Site Plan Approval).

Eric Pruitt, owner of Michael Engineering, was available for questions. Deliberation by the commissioners.

Shingles moved Gross supported to approve the PMINORSPR23-11 minor site plan's revised "As Built Landscaping Plan" sheet dated August 15, 2023 for Michael Engineering located at 5625 Venture Way in the northeast quarter of Section 13 and in the I-2 (General Business) District, finding that the proposed modifications are consistent with Section 10.7 and appropriate given the new information about conflicts with previously unidentified underground infrastructure. Roll Call Vote: Ayes: Albrecht, Gross, LaBelle, Lapp, McDonald, Shingles, and Squattrito. Nays: 0. Motion carried.

- B. <u>PB230227 Grading Permit (Garber), 2160 E. Remus Rd. Request to authorize incidental</u> <u>site clearing and grading per the approved PRESPR23-02 preliminary site plan dated</u> <u>8/29/2023 from Hal Banks for a 4,000 square-foot building addition for indoor golf,</u> <u>archery, range, office, and related storage</u>
 - a. Updates by staff and applicant
 - b. Commission deliberation and action (authorize subject to Section 14.2.J conditions, reject the request, or postpone action)

Nanney introduced the PB230227 Grading Permit for site grading at 2160 E. Remus Rd. This is related to the approved PRESPR23-02 Preliminary Site Plan for proposed addition and site improvements for indoor golf, archery range, office, and storage. An application for final site plan approval has not yet been submitted, but Garber Contracting recently submitted a grading permit for tree stump removal and site grading. The applicant did not specifically request authorization for limited work during the preliminary site plan approval. Staff has no objection from a planning and project implementation perspective for the Planning Commission to authorize the incidental site clearing and grading consistent with the approved PRESPR23-02 preliminary site plan, subject to compliance with the 4 conditions in Section 14.2.J. of the Zoning Ordinance.

Deliberation by the commissioners.

McDonald moved Lapp supported to authorize incidental site clearing and grading as proposed by the PB230227. Roll Call Vote: Ayes: Albrecht, Gross, LaBelle, Lapp, McDonald, Shingles, and Squattrito. Nays: 0. Motion carried.

C. Adoption of the 2024 Planning Commission meeting calendar

Shingles moved Albrecht supported to adopt the Planning Commission's Meeting Schedule for 2024. Roll Call Vote: Ayes: Albrecht, Gross, LaBelle, Lapp, McDonald, Shingles, and Squattrito. Nays: 0. Motion carried.

Other Business

- D. Continuation of a Process to Update the Master Plan
 - a. Introduction by staff

b. Discussion by Commissioners

Nanney announced that Union Township was one of 21 communities to receive a \$45,000 reimbursable grant fund award from the Rural Readiness Grant Program to improve development along the US-127 Corridor. Staff is compiling up-to-date data book of population, housing, maps of existing conditions and other demographics to present at a later meeting.

Discussion by the commissioners.

Extended Public Comments

Open: 7:39 p.m. Lori Rogers, 2248 Cornerstone Dr., introduced herself and would like to get more involved. Closed 7:39 p.m.

Final Board Comment

Commissioner LaBelle complimented the staff on the work to receive the Rural Readiness Grant. He also had questions about why the landscaping for Michael Engineering had to come before the Planning Commission and why some information regarding projects brought to the Township is considered confidential and other information is shared in the monthly report, which were answered by Mr. Nanney.

Adjournment – Chair Squattrito adjourned the meeting at 7:58 p.m.

APPROVED BY:

(Recorded by Tera Green)

Doug LaBelle – Secretary Tera Albrecht – Vice Secretary



Department Monthly Report

Department: <u>Community and Economic Development</u>

Month/Year: October 2023

Global Ends

- 1.1 Community well-being and the common good
- 1.2 Prosperity through economic diversity, cultural diversity, and social diversity
- 1.3 Safety
- 1.4 Health
- 1.5 Natural environment
- 1.6 Commerce

Prior Month Activities

Economic Development Activities (1.1, 1.2, 1.3, 1.6):

- The Community and Economic Development Director is working with State officials to take care of the administrative details for the \$45,000 Rural Readiness Grant to support pre-development activities to expand our Master Plan update project to include more detailed evaluation and prioritization of infrastructure improvements for potential new industrial/research/business park development along the US-127 corridor. A draft agreement for the terms of the grant award is anticipated to be received in early November from MDARD staff.
- The Community and Economic Development Director attended the Middle Michigan Development Corporation's "Coming Home" workforce development event held on 10/19/2023 in conjunction with the CMU Homecoming Week.
- The Community and Economic Development Director attended the Mt. Pleasant Area Convention and Visitors Bureau's Tourism Awards Luncheon held on 10/19/2023 where various Destination Development grant awards were announced, including additional funding for the Mt. Pleasant Airport's "Crew Car" courtesy vehicle.
- The Community and Economic Development Director attended and spoke briefly to welcome the many attendees to the Township-sponsored Mt. Pleasant Area Chamber of Commerce "Business After Hours" event held on 10/19/2023 in the corporate hanger at the Mt. Pleasant Airport. The Township's new community promotion display banner was displayed at this event.
- The Building Services Clerk supported the Community and Economic Development Director and EDA Board and served as contact person for East DDA District service contractors.

Economic Development Authority (EDA) Board Activities (1.1, 1.2, 1.4, 1.5, 1.6):

- During their regular October 17, 2023 meeting, the EDA Board:
 - Adopted the FY2024 East DDA Fund and West DDA Fund budgets, and recommended the adopted budgets to the Board of Trustees for final approval.
 - Adopted year-end amendments to FY2023 East DDA Fund and West DDA Fund budgets, and recommended the adopted amendments to the Board of Trustees for final approval.
 - o Adopted their regular and informational meeting calendar for 2024.

Building Services (1.1, 1.2, 1.3, 1.4, 1.6):

- The Building Official provided the following services during the month:
 - 51 Building Inspections (1.3)
 - o 31 Permits issued (1.3)
 - 1 Certificate of Occupancy (1.3, 1.4, 1.5)
 - o Follow up phone calls
- The Building Official participated in monthly professional development activities (1.1, 1.3, 1.6)
- The Building Official met with multiple residents/contractors to answer potential project questions.
- The Building Services Clerk provided the following services during the month:
 - Served as a second Township Hall contact person for the public and helped process payments at counter and through mail.
 - Assisted homeowners and contractors with building permit applications and coordinated with the Building Official, Zoning Administrator, Assessor, and Public Services Department as needed to facilitate timely reviews of permit applications.
 - o Administrative support for Rental Inspector
 - o Prepared monthly Census and HBA reports for building permits

Rental Inspection Services (1.1, 1.2, 1.3, 1.4):

- Site visits with inspections or re-inspections at residential complexes, hotels, various single-family units, and other regulated premises (approx. 684 units).
- Inspections on apartment complexes & hotels (fire alarm and sprinkle report reviews).
- Expired certificate scheduling.
- Fielding questions about the rental program in the Township from the community, potential/current landlords, and tenants.
- Informing various departments of items that may be of concern or of note that have been observed throughout the Township (tall grass, construction without permits, site plan verifications, etc.).
- Contacts with local inspectors, enforcement, and fire personnel.
- Working through tenant complaints, working with both parties to get relief.
- Sharing with contacts about our updated Rental Housing Information webpage, as well as sharing the need to contact the office for items that may need other department insight or approvals.
- The Rental Inspector assisted the Building Official by photographing structural elements in a preslab inspection for 5270 E Remus Rd. (1.3, 1.6)

Zoning Administration Activities (1.1, 1.2, 1.3, 1.4, 1.5, 1.6):

- The Zoning Administrator provided the following services:
 - o (10) Zoning review approval letters for building permit applications.
 - (3) Miss Dig notifications for various projects. Owners contacted for permits on projects.
 - Zoning Compliance letter for 4237 Corporate way.
 - Grading permit for 2160 regarding landscaping removal and other grading items approved with a preliminary site plan. No grading near utilities or for stormwater management permitted.
 - Minor site plan for additional pole light at 4730 Encore Blvd for Sam's Club Filing Station security lighting.
 - Investigated a complaint of illegal signage at the corner of E. Broadway Rd. and Rosewood Dr., but found no violations of the Township's sign regulations in the Zoning Ordinance.
- The Community and Economic Development Director and Zoning Administrator met with developers remotely via the Zoom app about several potential projects on E. Bluegrass Road and Encore Blvd.

- The Community and Economic Development Director and Zoning Administrator met with the Tiny Homes for the Homeless organization and the Building Official, Township Manager, and Mt. Pleasant Fire Chief to discuss the organization's development proposal, applicable code and ordinance requirements, and the Planned Unit Development approval process.
- The Zoning Administrator attended the Michigan Association of Planning Annual State Conference October 4-6 for professional development purposes.
- The Community and Economic Development Director participated in a webinar hosted by the Michigan Townships Association to learn more about proposed legislation to pre-empt virtually all local control over development and operation of utility-scale solar and wind energy installations.

Ordinance Enforcement Activities (1.1, 1.3):

- 386 Bluegrass Road. Excessively tall grass and junk in the yard. The owner was notified of the violations and has mowed the grass. The owner is working with Township staff to complete the removal of junk from the premises.
- 5401 S. Lincoln Rd. Pole barn accessory building constructed without permits and in violation of maximum allowable height and floor area limitations. The ZBA approved a variance for the height violation with a plan to correct the total floor area violation. A building permit has been issued but the owner's contractor has not yet completed the required modifications.
- 5683 E. Broadway Rd. Complaint about multiple cars for sale in the front yard and public road right-of-way. The owner was contacted and affirmed they will move the cars off the property.
- 1805 Belmont Dr. Rental property without required rental housing certification and special use permit for a short-term rental as advertised. The owner has provided an initial response to Township staff to indicate that the unit is not currently rented. Additional follow up is planned.
- 5339 E. Broadway Rd. Rental property without required rental housing certification and special use permit for a short-term rental as advertised. . The owner met with Township staff to discuss the process of obtaining the necessary certification and special use permit approvals.

Planning Commission Activities (1.1, 1.2, 1.4, 1.5, 1.6):

- During their regular October 17, 2023 meeting, the Planning Commission:
 - Approved the PMINORSPR23-11 Minor Site Plan for Michael Engineering revised landscaping plan located at 5625 Venture Way with requested modifications.
 - Approved the request from the contractor to authorize limited site grading associated with the PRESPR23-02 preliminary site plan approval for a proposed building addition for indoor golf, archery, office space and related storage located at 2160 E. Remus Road.
 - Adopted their regular meeting calendar for 2024.

Zoning Board of Appeals Activities (1.1):

• The regular October 4, 2023 meeting was canceled due to a lack of agenda items.

Sidewalks, Pathways, and Parks & Recreation Plan/Program Activities (1.1, 1.2, 1.3, 1.4):

- No Sidewalks and Pathways Prioritization Committee activity in October.
- The Community and Economic Development Director attended the final quarterly meeting of the Cultural and Recreational Commission (CRC) held in the Morey Courts conference room, where a proposed reorganization and consolidation of the management structure for Morey Courts, the Martin Ice Arena, and the new Gymnastics Addition was presented. This change is intended to reduce administrative and accounting costs, to streamline ordering, and to allow more efficient assignment of employees across the Isabella Sportsplex as needed.
- The Community and Economic Development Director and Township Manager attended the ribbon cutting hosted by Isabella County for the Meridian Park expansion on 10/26/2023.

Other Activities:

- 1667 Belmont Dr. Complaint of water drainage accumulating in their driveway apron within the public road right-of-way. Township staff reviewed the situation and advised the resident to work with a contractor and the Isabella County Road Commission to make changes needed to correct impediments to proper drainage at this location.
- Under the Community and Economic Development Director's direction, the Building Services Clerk is working with representatives from the Michigan Department of Technology, Management & Budget Analyst and Graphic Sciences to finalize project details to initiate scanning of historical documents and files in basement. (1.1, 1.3, 1.5)
- The Director meets weekly with the Community and Economic Development Department staff as a group and regularly on an individual basis to provide guidance, coordinate provision of services, ensure good intra- and inter-departmental communication, and identify and resolve issues. (1.1)
- The Community and Economic Development Department received and responded to five (5) Freedom of Information Act (FOIA) requests during the month. (1.2)
- The Community and Economic Development Director attended the final quarterly meeting of the Cultural and Recreational Commission of Isabella County for 2023, which was held on

Current Month Anticipated Activities

Economic Development Activities (1.1, 1.6):

- The Community and Economic Development Director is continuing to work with MDOT project team members and contractors for the project to reconstruct E. Pickard Rd. (M-20) to coordinate re-installation of streetlights, park benches, etc. removed by the contractor. (1.1, 1.2, 1.3, 1.6)
- The Community and Economic Development Director will serve as Chair for the November meeting of the Airport Joint Operations and Management Board.
- The Community and Economic Development Director will continue business retention contacts.
- The Community and Economic Development Director plans to follow up with Jim Holton at Mountain Town Brewery and Summit Smokehouse regarding some business-related concerns.
- The Community and Economic Development Director will complete and distribute a request for qualifications from sign contractors with the capability to design and install a new gateway sign for the East DDA District to be located at the corner of M-20 and S. Summerton Rd. in cooperation with Mid-Michigan College and Consumers Energy, and to design and install new Enterprise Industrial Park signage at the corner of M-20 and Enterprise Dr.
- The Community and Economic Development Director attended the annual conference of the Michigan Downtowns Association, which was held in Birmingham, MI, where he was elected to fill the remaining term for an open seat on the association's Board of Directors.
- The Community and Economic Development Director plans to attend the Fall meeting of the Michigan Economic Developers Association in Lansing, MI on 11/17/2023, which will include updates on site selector priorities for new projects and on anticipated economic trends for 2024.

Economic Development Authority (EDA) Board Activities (1.1, 1.2, 1.4, 1.5, 1.6):

- The regular November 21, 2023 EDA Board meeting is anticipated to include:
 - Review of bids and selection of the successful bidder for sidewalk snowplowing in the East and West DDA Districts for 2024 2026.
 - o Approval of the 2024 Art Reach of Mid Michigan Festival of Banners proposal.

• Ceremony for the grant award to Mid-Valley Structures for their completed sign replacement project in the East DDA District.

Building Services (1.1, 1.3, 1.4, 1.6):

- Inspections and follow up as needed for the new Isabella County Jail project. (1.1, 1.3)
- Follow up phone calls.
- Continue to do site visits, inspections, issue permits, plan reviews.
- Continued work on expired permit list.

Rental Inspection Services (1.1, 1.2, 1.3, 1.4):

- The Rental Inspector will:
 - Investigate and follow up on any rental complaints as needed.
 - Continue to collaborate with the Fire Department on hotel rental inspections.
 - Schedule complexes, hotels, as well as duplex and single-family units for inspections.
 - o Conduct follow-up inspections to verify correction of violations.
 - Work on expired certificate scheduling as needed.
 - Arrange for site visits as needed for compliance or informational.

Zoning Administration Activities (1.1, 1.2, 1.3, 1.4, 1.5, 1.6):

- Director and Zoning Administrator review of site plan, special use, and other development applications and preparation of staff reports for the Planning Commission regarding Zoning Ordinance compliance.
- Zoning Administrator review of site plan applications eligible for administrative approval.
- Zoning Administrator review of building permits for zoning compliance.
- Zoning compliance letters
- Sign permits
- Continued use of MissDig notifications to catch activity in the Township needing zoning approval.
- Enforcement follow ups
- Yard sales
- Tall weeds and grass enforcement
- The Community and Economic Development Director and Zoning Administrator regularly hold informal pre-application development meetings with developers and business/property owners.

Ordinance Enforcement Activities (1.1, 1.3):

- The Community and Economic Development Director will follow up again with representatives from the Saginaw Chippewa Indian Tribe about building code and local ordinance enforcement questions related to the property at 5805 and 5935 E. Pickard Rd. recently acquired by the Tribe to become the new home of the Tribal College.
- Northeast corner of S. Lincoln Rd. and E. Broomfield Rd. unlawful contractor's storage yard and unlawful grading/fill activities without a grading permit. The owner claimed a "grandfathered" status as a legal nonconforming use. This matter is under review by the Township Attorney.
- 4941 E Valley Rd. Dilapidated and potentially unsafe dwelling. The owner confirmed that he
 wants the roof completed but does not have the funds. The Building Official spoke with a
 contractor who is looking into options to help the owner resolve the violations, including follow up
 with a supplier that is working on a possible donation of materials.
- Ordinance enforcement follow up on current matters and investigation of any new complaints.

Planning Commission Activities (1.1, 1.2, 1.4, 1.5, 1.6):

• The regular November 21, 2023 Planning Commission meeting is anticipated to include:

- PFINALSPR23-02 Final site plan application for Hal Banks proposed building addition for indoor golf, archery, office space and related storage located at 2160 E. Remus Road.
- PRESPR23-04 Preliminary site plan application for a proposed 6,000 square-foot building addition and associated site improvements for the Wal-Mart retail store located at 4730 Encore Blvd.
- PSPR22-04 Request for approval of a 365 calendar day extension to October 15, 2024 for the approved PSPR22-04 final site plan for the new Krist Oil Filling station at 4972 E. Pickard Road (PID 14-014-20-041-01).
- o Continuation of a process to update the Master Plan.

Zoning Board of Appeals Activities (1.1):

- During their regular November 1, 2023 meeting, the Zoning Board of Appeals:
 - o Approved their annual report of ZBA activities to the Planning Commission
 - Adopted their regular meeting calendar for 2024.
 - Reviewed available training options.

Sidewalks, Pathways, and Parks & Recreation Plan/Program Activities (1.1, 1.2, 1.3, 1.4):

- No Sidewalks and Pathways Prioritization Committee activity anticipated in November.
- The Community and Economic Development Director is working with the Township's engineering consultant at Gourdie-Fraser to begin preliminary engineering work on new sidewalk projects along the north side of Pickard Rd. east from S. Lincoln Rd. to connect to the existing sidewalk near Ashland Dr., and along Bud St. north from E. Pickard Rd. to connect to Jameson Park.

Other Activities:

- The Community and Economic Development Director plans to meet again with the Mt. Pleasant City Planner, Manuela Powidayko, to discuss topics of mutual interest and opportunities for collaboration on land use planning and development issues. (1.1, 1.2).
- The Rental Inspector is using his photography skills to capture scenes from around the Township for the purpose of updating the Township website's photo gallery.

Future Board of Trustee Meeting Agenda Items

• Consideration for adoption of a resolution of support for an application by D Clare Services (north side of River Rd. west of US-127) to correct the Federal Emergency Management Agency (FEMA) flood hazard maps to match the accurate 100-year floodplain boundary on the subject lot.

Significant Items of Interest Longer Term

- Economic Development The Community and Economic Development Director will expand information on the Township's website related to development approval processes and pre-application meeting options to further assist the development community.
- Economic Development The Community and Economic Development Director plans to follow up with Middle Michigan Development Corporation representatives for further discussion and evaluation of a potential opportunity to apply for future grant funding from the U.S. Economic Development Administration to help support implementation of expanded industrial/business park development along the US-127 corridor. Depending on eligibility, this grant opportunity would require collaboration with the City of Mt. Pleasant and the Saginaw Chippewa Indian Tribe.

- Zoning Administration The Community and Economic Development Director and Zoning Administrator will review the current Zoning Board of Appeals bylaws to coordinate with recent updates to relevant sections of Zoning Ordinance 20-06. (1.1)
- Zoning Administration The Community and Economic Development Director and Zoning Administrator plan to propose some additional updates to the sign regulations of Zoning Ordinance 20-06 to improve consistency in application and to minimize regulatory conflicts. (1.1)
- Economic Development The Community and Economic Development Director will prepare an updated summary document for the website outlining economic development programs and incentives available from the State of Michigan and our DDA Districts for various types of projects.
- Other Activities Consideration of a new 2023 2027 Parks and Recreation Master Plan for adoption, following a recommendation from the Planning Commission and a public hearing. (1.1, 1.2, 1.3, 1.4, 1.5)
- Building Services The Community and Economic Development Director is working with the county Community Development Dept. Director to develop a draft reciprocal intergovernmental agreement proposal for Isabella County to provide for residential and commercial building inspection services during vacations and other periods when the Township's Building Official is temporarily absent, which would be subject to approval by the Township Board of Trustees and the county Board of Commissioners. (1.1, 1.2, 1.3, 1.6)
- Economic Development Possible future airport-related Zoning Ordinance changes to create a separate zoning district for the Mt. Pleasant Airport to expand options for airport-related business activities beyond the scope allowed under the current the AG (Agricultural) district. (1.1, 1.6)
- Building Services The Building Official continues to work in close coordination with the County's plumbing, mechanical, and electrical inspectors on building projects to minimize delays and to ensure that construction meets the applicable health and safety standards. (1.1, 1.3, 1.6)
- Building Services Moving old, scanned prints to proper location within BS&A. (1.1, 1.3)
- Rental Housing Community and Economic Development staff evaluated options for hosting educational opportunities for local landlords on inspections, safety, applicable codes, and other landlord/tenant topics, but determined after input from the rental community that creation of a Township flyer with graphical examples of code requirements and common violations (such as blocked egresses and disabled smoke detectors or carbon monoxide detectors) would be the most effective option. (1.2, 1.3, 1.6)
- PILOT Housing Projects The Community and Economic Development Director will continue to oversee the administration of the Tax Exemption Ordinance and adopted PILOT resolutions in coordination with the Finance Director and Twp. Assessor to verify continuing compliance by the sponsors of the eligible housing projects. (1.1, 1.6)
- Other Activities Expanded use of BS&A Building Module capabilities for hosting of digitized plans and permit documents, and for building services and zoning administration functions. (1.1, 1.3)
- Other Activities Repeal of the outdated and unenforceable Ordinance 2011-4 for marihuana dispensaries and growing operations (1.1)
- Other Activities Consideration of new International Fire Code Ordinance for adoption, which would replace Ordinance No. 2014-05 and would reference the updated fire code to be enforced by the Mt. Pleasant Fire Department in both the City and the Township. (1.1, 1.3)
- Other Activities Consideration of an updated Private Road Ordinance for adoption. (1.1, 1.3)
- Other Activities Consider updates to the Township's ordinance on open burning. (1.1, 1.3, 1.4)
- Other Activities Consider updates to the Noxious Weeds Ordinance No. 1998-5 to improve consistency in applicable regulations of tall grass and weeds. (1.1, 1.3, 1.5)
- Other Activities Consider updates to the Subdivision of Land Ordinance No. 1994-6 for consistency with updates to the state's subdivision plat approval requirements. (1.1, 1.4, 1.6)

- Other Activities Consider updates to the Land Division Ordinance No. 1997-8 to clarify application requirements and the division, combination, and boundary adjustment approval process. (1.1, 1.6)
- Other Activities Consider ways to maximize the usefulness, readability, and functionality of the Township website's Announcements, Public Notices, and News features. (1.1, 1.2)
- Other Activities The Community and Economic Development Director will continue to work with the County Community Development Director and the City Planner to create a unified "regional planning/zoning" theme on the County's FetchGIS website where County, City, and Township zoning district and future land use maps could be displayed together with other relevant data.

Charter Township of Union

APPLICATION FOR SITE PLAN REVIEW

Preliminary Site Plan

A Completed Applica	tion will contain all the information i	required per the Zoning O	rdinance, Section 14.2 (Site	Plan Review).			
Name of Proposed Dev	/elopment/Project	HAL BANKS PROPOSED BUILDING ADDITION					
	of Property & Address (if issued)						
Applicant's Name(s)		HAL BANKS					
Phone/Fax numbers	989-506-1472	Email	hbanksbboilfield@	gmail.com			
Address	4836 OLSON COURT		City: MT. PLEASANT	Zip: <u></u>			
Legal Description:	Attached 🗸 Included on S	ite Plan Tax Parce	l ID Number(s): 14-0	21-10-007-01			
Existing Zoning: B-5	Land Acreage: +/- 0.96	Existing Use(s):	FORMERLY GUN SMI	TH SHOP			
ATTACHED: Letter of	lescribing the project and how it co	informs to Section 14.2.	5. (Standards for Site Plan /	Approval)			
Firm(s) or	1. Name: Central MI Surveying			ebee@cms-d.com			
Individuals(s) who	2. Address:						
prepared site plan(s)	City:MT. P	LEASANT	State: <u></u>	Zip: <u>_48858</u>			
	Contact Person:			ie 9895061001			
Legal Owner(s) of	1. Name:	HAL BANKS	Phone:				
Property.	Address:	4836 OLSON	COURT				
All persons having	City:MT. PL			Zin: 48858			
legal interest in the							
property must sign	Signature:		Interest in Property:	owner			
this application.	2. Name:						
Attach a separate	Address:						

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.

Signature of Applicant

City:_

Signature:

Minor Site Plan

Date

State:_____Zip:___

Bu

Final Site Plan

Office Use Only

Application Received By:______ Fee Paid: \$______

sheet if more space

is needed.

Escrow Deposit Paid: \$_____

Date Received:

10-2-23

_____ Interest in Property: __

HAL BANKS

FINAL SITE PLAN REVIEW LETTER

Project Description

The project consists of a proposed 50' x 80' addition to an existing 1,228 sq. ft. building. The building will house a indoor virtual golf and an archery range business with an storage area and office area.

Standards for Final Site Plan Approval (Section 14.2.S)

- The applicant is legally authorized to apply for site plan approval, and all required information has been provided. The applicant is the legal owner of the property.
- 2.) The proposed development conforms to the applicable standards and conditions imposed by this Ordinance and other applicable Township ordinances. *Yes, the proposed development conforms to the applicable standards and conditions imposed by this Ordinance and other applicable Township ordinances.*
- 3.) 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. Yes, the final site plan is consistent with the policies, planning documents and the approved preliminary site plan.
- 4.) 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 is consistent with the zoned uses for the property which is B-5, so it is harmonious with and not harmful, injurious, or objectionable to the environment or land uses in the surrounding area which is also B-5 properties.
- 5.) The proposed development respects natural topography, floodways, and floodplains; and minimizes the amount and extent of cutting or filling. The proposed development respects natural topography. No floodways and floodplains exist on this site.
- 6.) Organic, wet, or other soils that are not suitable for development will be undisturbed or modified in such a fashion as to make development feasible. The development will disturb only what is necessary to create the proper foundation for the overall site.

- 7.) The movement of the vehicular and pedestrian traffic within the site and in relation to access streets and sidewalks will safe and convenient. The proposed development is designed to accommodate traffic flow and parking in accordance with the Township ordinances.
- 8.) The proposed development is adequately coordinated with improvements serving the area, and with other existing or planned developments in the vicinity. Yes, the proposed development is adequately coordinated with improvements serving the area. The area is already developed for B-5 businesses.
- 9.) 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.

The proposed development is surrounded by similarly zoned properties and its nature will be harmonious with the contiguous lands and the surrounding area. The project is improving and adding to an already developed site.

- 10.)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 proposed development will be completed as one phase.
- 11.) 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 plans have been submitted to all agencies for meeting the Township standards.
- 12.)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.

The drainage plan conforms to the stormwater management standards and will not cause undue runoff on to neighboring properties or overload area watercourses.

- 13.)Proposed screening, buffering, and landscaping improvements are adequate for the location and intended purpose and conform to the standards of this Ordinance. *The proposed landscaping plan are adequate and conform to the standards.*
- 14.) Exterior lighting conforms to Ordinance requirements and standards, and will not adversely affect adjacent or neighboring properties or traffic on adjacent roads. *Exterior lighting conforms to the Ordinance and standards. Wall Packs are the only exterior lighting being used.*

15.)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.

The vehicular pattern will cause no conflicts with the flow of traffic.

- 16.)Grading or filling will not destroy or adversely affect the character of the property, adjacent properties or the surrounding area. The grading plan will not adversely affect any surrounding properties.
- 17.)Erosion will be controlled during and after construction and will not adversely affect adjacent or neighboring property or public facilities or services.
 A soil erosion plan addresses soil erosion during and construction and after the project is finished.
- 18.)The plan meets applicable standards of governmental agencies with jurisdiction, and necessary outside agency approvals have been obtained or are assured. The plan meets the applicable standards and has been submitted to all agencies.

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:	TBD - INDOOR ARCHERY AND VIRTUAL GOLF BUSINESS
Name of business owner(s):	
	HAL BANKS
Street and mailing address:	2160 EAST REMUS ROAD, MT. PLEASANT MI
Telephone:	
Fax:	
Email:	
I affirm that the information submit	ted is accurate.
Owner(s) signature and date:	1 UBank
Information compiled by:	2

SHANEE THAYER, OFFICE MANAGER

CENTRAL MI SURVEYING & DEV. CO. INC.

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.

ORAGE JERS														ition.	
TYPE OF STORAGE CONTAINERS								KEY:	AGT = above ground tank	a drums	UGT = underground tank	Cy = cylinders	CM = metal cylinders	CW = wooden or composition	
MAX QUANTITY ON HAND AT ONE TIME							 								
FORM															
CHEMICAL NAME (components)								KEY:	LiQ. = liquid	P.LIQ = pressurized liquid		5 2 2 - 5	PG = pressurized gas		
COMMON NAME	N/A														

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: <u>Michigan.gov/EHSguide</u>. 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]

Ho	w Do I Know that I Need a State of Michigan, County or Local Permit or Approval?	Yes	No
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	NX
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	NX
3)	Please consult the <u>Permitting at the Land and Water Interface Decision Tree document</u> 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	N 🔀
	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	NХ
	 c. Does the project propose any development, construction, silvicultural activities or contour alterations within a designated critical dune area? 	Υ□	NX
	d. Does the project involve construction of a dam, weir or other structure to impound flow?	Y 🗆	NX
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	NX
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</u> (DWEHD), 517-284-6524	ΥÜ	NĂ
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</u> <u>Permit Program (staff)</u> , 906-228-4527, or <u>EGLE District Office</u>	Y	NX
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 <u>Public Swimming Pool Program</u> , 517-284-6541, or <u>EGLE District Office</u>	۲D	NA
8)	Does the project involve the construction or modification of a campground? Union Township and DWEHD, Campgrounds program, 517-284-6529	Y	NX

type	the project involve construction of a facility that landfills, transfers, or processes of any of solid non-hazardous waste on-site, or places industrial residuals/sludge into or onto round? Materials Management Division (MMD), <u>Solid Waste</u> , 517-284-6588, or <u>EGLE District</u>	Y	N			
for ha	the project involve the construction of an on-site treatment, storage, or disposal facility azardous waste? MMD, Hazardous Waste Section, <u>Treatment, Storage and Disposal</u> , 284-6562	Y	NX			
Who Reg	ulates My Drinking (Potable) Water Supply?					
	buying water from the municipal water supply system act the Union Township Public Services Dept.	YX	N			
	e a Non-Community Water Supply (Type II) <u>Guide, Contact (District or County) Local</u> <u>h Department</u> , 517-485-0660	۲D	NX			
	a community water supply (Type I) <u>Community Water Supply, DWEHD District Office</u> nunity Water Supply Program, 517-284-6512	Y	NX			
sourc	ou desire to develop a <u>withdrawal of over 2,000,000 gallons of water per day</u> from any re including groundwater, inland surface water, or the Great Lakes and their connecting rways? WRD, Great Lakes Shorelands Unit, Water Use Program, 517-284-5563	Y	NX			
Who Reg	ulates My Wastewater Discharge System?					
drain,	S: Does the project involve the discharge of any type of wastewater to a storm sewer, , lake, stream, or other surface water? WRD, <u>EGLE District Office</u> , or <u>National Pollutant</u> arge Elimination (NPDES) Permit Program, 517-284-5568	Y	NX			
storm	the facility have industrial activity that comes into contact with storm water that enters a n sewer, drain, lake, stream, or other surface water? WRD, <u>Permits Section</u> , or <u>EGLE</u> <u>ct Office</u> , 517-284-5588	ΥÜ	NX			
	the project involve the discharge of wastewaters into or onto the ground (e.g. subsurface sal or irrigation)? WRD, <u>Groundwater Permits Program</u> , 517-290-2570	۲D	NX			
	the project involve the drilling or deepening of wells for waste disposal? <u>Oil, Gas and</u> rals Division (OGMD), 517-284-6841	۲D	Ny			
What Ope	erational Permits Are Relevant to My Operation and Air Emissions?					
follow hazar	wable Operating Permit: Does your facility have the potential to emit any of the ving: 100 tons per year or more of any criteria pollutant; 10 tons per year or more of any dous air pollutant; or 25 tons per year or more of any combination of hazardous air tants? AQD, <u>Permit Section</u> , 517-284-6634	۲D	NX			
1	your facility have an electric generating unit that sells electricity to the grid and burns a fuel? AQD, <u>Acid Rain Permit Program</u> , 517-780-7843	Y	NX			
What Ope	erational Permits Are Relevant to My Waste Management?					
hazar	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>					
	the project involve the on-site treatment, storage, or disposal of hazardous waste? , <u>Hazardous and Liquid Waste</u> , 517-284-6562	ΥÜ	NX			
activi	the project require a site identification number (EPA number) for regulated waste ties (used oil, liquid waste, hazardous waste, universal waste, PCBs)? (<u>Hazardous Waste</u> am Forms & License Applications) MMD, <u>EGLE District Office</u> , 517-284-6562	Y	NX			

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</u> <u>and Standards Unit</u> , 517-284-6581	Y	NX				
25) Does the project involve decommissioning or decontamination of tanks, piping, and/or appurtenances that may have radioactive levels above background? MMD <u>Radioactive</u> <u>Material and Standards Unit</u> , 517-284-6581	Y	NX				
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	NX				
What Sector-Specific Permits May be Relevant to My Business?		- Harry I				
Transporters 27) Does the project involve the transport of some other facility's non-hazardous liquid waste? MMD, Transporter Program, 517-284-6562	YD	NX				
 28) Does the project involve the <i>transport</i> of hazardous waste? MMD, <u>Transporter Program</u>, 517-284-6562 	Υ□	NM				
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	۲D	NX				
 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 	۲D	NX				
31) Do you store, haul, shred or process scrap tires? MMD, <u>Scrap Tire Program</u> , 517-284-6586	Y	NI				
Sectors						
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	NX				
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	NX				
34) Does the project involve the operation of a <i>public swimming pool</i> ? DWEHD, <u>Public Swimming</u> <u>Pools Program</u> , 517-284-6529	Y	NX				
35) Does the project involve the operation of a <i>campground</i> ? Union Township and DWEHD, <u>Campgrounds</u> , 517-284-6529	۲D	NX				
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</u> <u>Control</u> , 517-284-5593	۲	NX				
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</u> <u>Assessment Section</u> , 517-331-5228	۲D	NX				

Why would I be subject to Oil, Gas and Mineral Permitting?	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</u> <u>Production Unit</u> , 517-284-6826	Y	NX					
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	NX					
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	NX					
Petroleum & Mining, OGMD, 517-284-6826	<u> </u>						
41) Does the project involve the diversion and control of water for the mining and processing of low-grade iron ore?	Y	NX					
42) Does the project involve the surface or open-pit mining of metallic mineral deposits?	Y						
43) Does the project involve the mining of nonferrous mineral deposits at the surface or in	Y	NX					
underground mines?		NX					
44) Does the project involve mining coal?	Y 🗖						
45) Does the project involve changing the status or plugging of a mineral well?	Y	NX					
46) Does the project involve the drilling or deepening of wells for brine production, solution mining, storage, or as test wells?	۲D	NX					

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

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HAL BANKS PROPOSED BUILDING ADDITION 2160 EAST REMUS ROAD, MT. PLEASANT, MIC

SECTION 12.5 NONCONFORMING SITES:

- ITEM C. THE PROPOSED SITE IMPROVEMENTS SHALL INCLUDE AT LEAST THREE (3) OF THE FOLLOWING, AS ACCEPTED BY THE PLANNING COMMISSION: 1. PRESERVATION OF NATURAL RESOURCES OF HISTORICAL SITE FEATURES.
 - 2. PEDESTRIAN ACCESS IMPROVEMENTS.
 - VEHICULAR ACCESS AND CIRCULATION IMPROVEMENTS.
 BUILDING DESIGN OR EXTERIOR FACADE IMPROVEMENTS.
 - 5. OFF-STREET PARKING OR LOADING IMPROVEMENTS.
 - LANDSCAPING IMPROVEMENTS.
 SCREENING AND BUFFERING IMPROVEMENTS.
 - 8. EXTERIOR LIGHTING IMPROVEMENTS.
 - DRAINAGE AND STORM WATER MANAGEMENT IMPROVEMENTS.
 CLEAN UP OR RESTORATION OF BLIGHTED SITE, REMOVAL OF CONTAMINATED SOIL,
 - OR SIMILAR ENVIRONMENTAL IMPROVEMENTS.

ITEMS OF IMPROVEMENT FOR CONSIDERATION:

- 2. THE CURRENT PROJECT HAS EXISTING PUBLIC SIDEWALKS WHICH HAVE BEEN PREVIOUSLY INSTALLED. WE WILL BE INSTALLING A CONNECTION BETWEEN THE PUBLIC SIDEWALKS AND THE EXISTING PUBLIC ACCESS OF THE EXISTING BUILDING.
- 3. CURRENTLY THE SITE HAS A GRAVEL PARKING LOT THAT DOES NOT HAVE MARKINGS FOR PARKING SPACES AND THUS DOES NOT HAVE ESTABLISHED DRIVE ISLES. THE PROPOSED PLAN WILL PROVIDE THE REQUIRED PARKING FOR THE PROPOSED MULTIPLE USES AT THE REQUIRED PARKING STALL SIZE AND PROVIDE ACCESS ISLES WITH A TURN-AROUND THAT ALLOWS FOR TWO-WAY TRAFFIC ON A HARD ASPHALT SURFACE THAT MEETS THE TOWNSHIP REQUIREMENTS.
- 4. THE EXISTING BUILDING IS HAVING UPGRADES AND IMPROVEMENTS ALONG WITH A NEW BUILDING BEING PROPOSED. PHOTOS OF THE PROPOSED TYPE OF BUILDING HAVE BEEN ADDED TO THIS SITE PLAN SET.
- 5. THE CURRENT SITE HAS AN UNMARKED GRAVEL PARKING LOT AT THE FRONT OF THE EXISTING BUILDING. THE PROPOSED OFF-STREET PARKING COUNT IS IN EXCESS OF THE MINIMUM REQUIREMENTS OF THE ORDINANCE. THE EXISTING SITE HAS NO LOADING/UNLOADING AREAS. LOADING AND UNLOADING ARES HAVE BEEN ADDED ALONG THE EAST SIDE OF THE PROPOSED BUILDING.
- 8. EXTERIOR LIGHTING IS BEING BROUGHT INTO COMPLIANCE WITH THE TOWNSHIP CODE.
- 9. THE CURRENT SITE HAS NO STORM WATER MANAGEMENT. THE PROPOSED SITE MEETS THE ORDINANCE FOR STORM WATER MANAGEMENT.

ZONED B-5 HIGHWAY BUSINESS DISTRICT					
MINIMUM LOT AREA	16,000 SQ. FT.				
MINIMUM LOT WIDTH	100 FT				
MAXIMUM STRUCTURE HEIGHT	45 FT				
MINIMUM FRONT YARD SETBACK	20 FT				
MINIMUM SIDE YARD SETBACK	10 FT (J)				
MINIMUM REAR YARD SETBACK	20 FT (J)				
MAXIMUM LOT COVERAGE	50%				

(J) A FORTY (40) FOOT SIDE AND REAR YARD SETBACK SHALL BE PROVIDED WHEN ABUTTING A RESIDENTIAL DISTRICT.

MISS DIG:

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

UTILITY NOTE:

THE UTILITY LOCATIONS AS HEREON SHOWN ARE BASED ON FIELD OBSERVATIONS AND A CAREFUL REVIEW OF MUNICIPAL AND UTILITY COMPANY RECORDS. HOWEVER, IT IS NOT POSSIBLE TO DETERMINE THE PRECISE LOCATION AND DEPTH OF UNDERGROUND UTILITIES WITHOUT EXCAVATION. THEREFORE, WE CANNOT GUARANTEE THE ACCURACY OR COMPLETENESS OF THE BURIED UTILITY INFORMATION HEREON SHOWN. THE CONTRACTOR SHALL CALL "MISS DIG" (1-800-282-7171) PRIOR TO ANY EXCAVATION. THE CONTRACTOR IS RESPONSIBLE FOR VERIFYING THESE UTILITY LOCATIONS PRIOR TO CONSTRUCTION AND SHALL MAKE EVERY EFFORT TO PROTECT AND OR RELOCATE THEM AS REQUIRED. THE CONTRACTOR SHALL NOTIFY THE ENGINEER/SURVEYOR AS SOON AS POSSIBLE IN THE EVENT A DISCREPANCY IS FOUND. UNDERGROUND SERVICE LEADS FOR GAS, ELECTRIC, TELEPHONE AND CABLE MAY BE ACROSS PROPERTY, NO INFORMATION AVAILABLE PLEASE CALL MISS DIG.

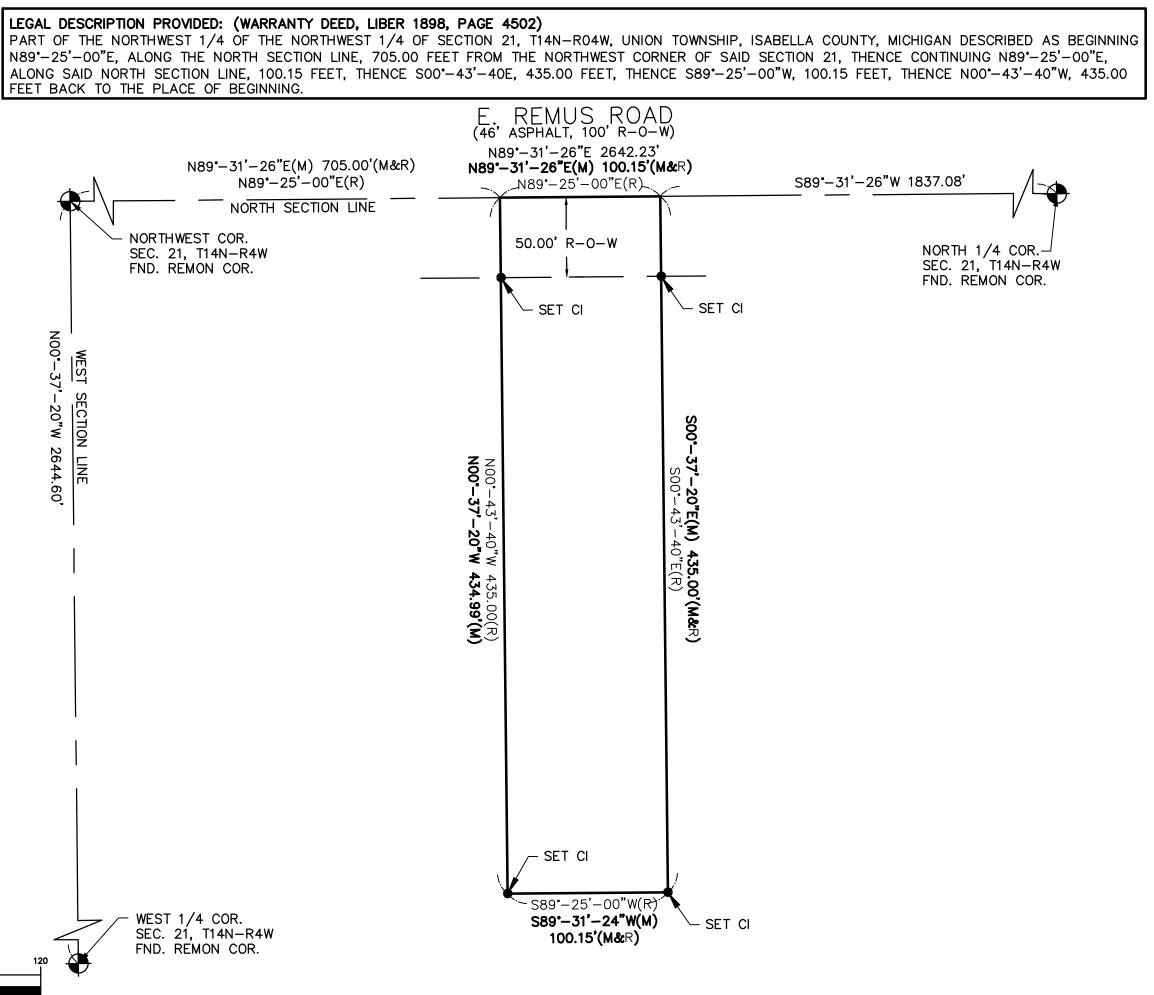
LEGEND symbols

			01112020		
0	BOLLARD	G	GAS RISER	SE	SOIL BORING
Ē	CATCH BASIN (CURB INLET)		GUY ANCHOR		STORM SEWER MANHOLE
	CATCH BASIN (ROUND)	, Č	HYDRANT - EXISTING	T	TELEPHONE RISER
	CATCH BASIN (SQUARE)	×	HYDRANT – PROPOSED	*	TREE – CONIFEROUS
Ô	CLEAN OUT	¢	LIGHT POLE		TREE - DECIDUOUS
\Rightarrow	DRAINAGE FLOW		MAILBOX	7	D UTILITY POLE
E	ELECTRICAL BOX	0	MONITORING WELL		V WATER MAIN VALVE
\bigcirc	FOUND CONC. MONUMENT	S	SANITARY SEWER MANHOLE	*C	S WATER SHUT-OFF
0	FOUND IRON		SET IRON		WATER WELL
GV	GAS MAIN VALVE		SIGN		WOOD STAKE
	LINETYPES			ΗA	ATCH PATTERNS

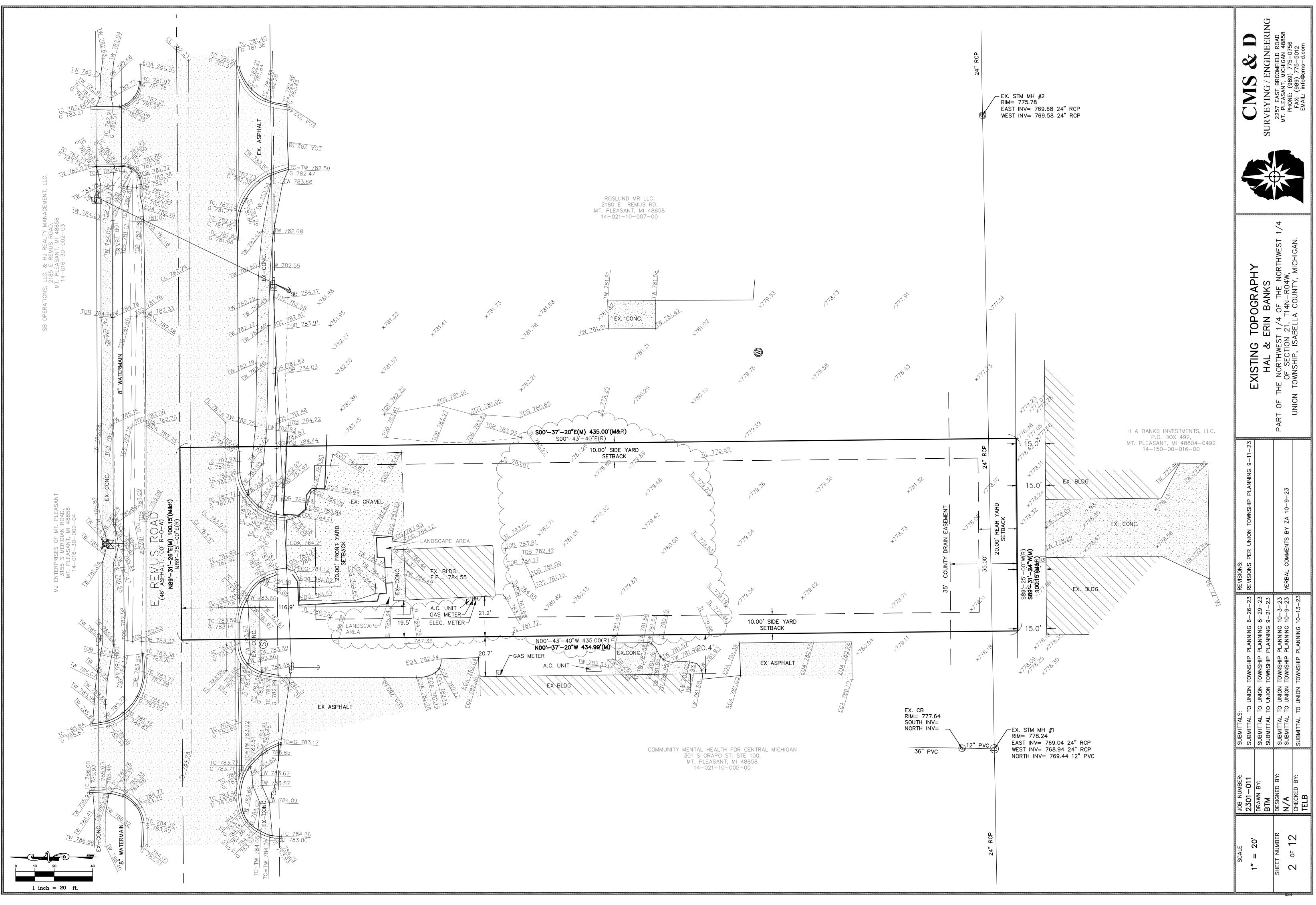
	<u>ETTPES</u>	<u>HAICH PAILERNS</u>					
ELEC	BURIED ELECTRICAL CABLE	ASPHALT – EXISTING					
PHONE PHONE	BURIED TELEPHONE CABLE	ASPHALT - EXISTING					
DITCH-CL	CENTERLINE OF DITCH						
FM	FORCE MAIN	ASPHALT – PROPOSED					
GAS	GAS MAIN						
RD_CL	ROAD CENTERLINE	CONCRETE					
	SANITARY SEWER						
12" SS	STORM SEWER	GRAVEL					
——————————————————————————————————————	TOE OF SLOPE						
— — — -0 -EX-TOB— — — —	TOP OF BANK						
OHEOHE	UTILITIES – OVERHEAD						
	UTILITIES - UNDERGROUND	RIP-RAP					
	WATER MAIN						

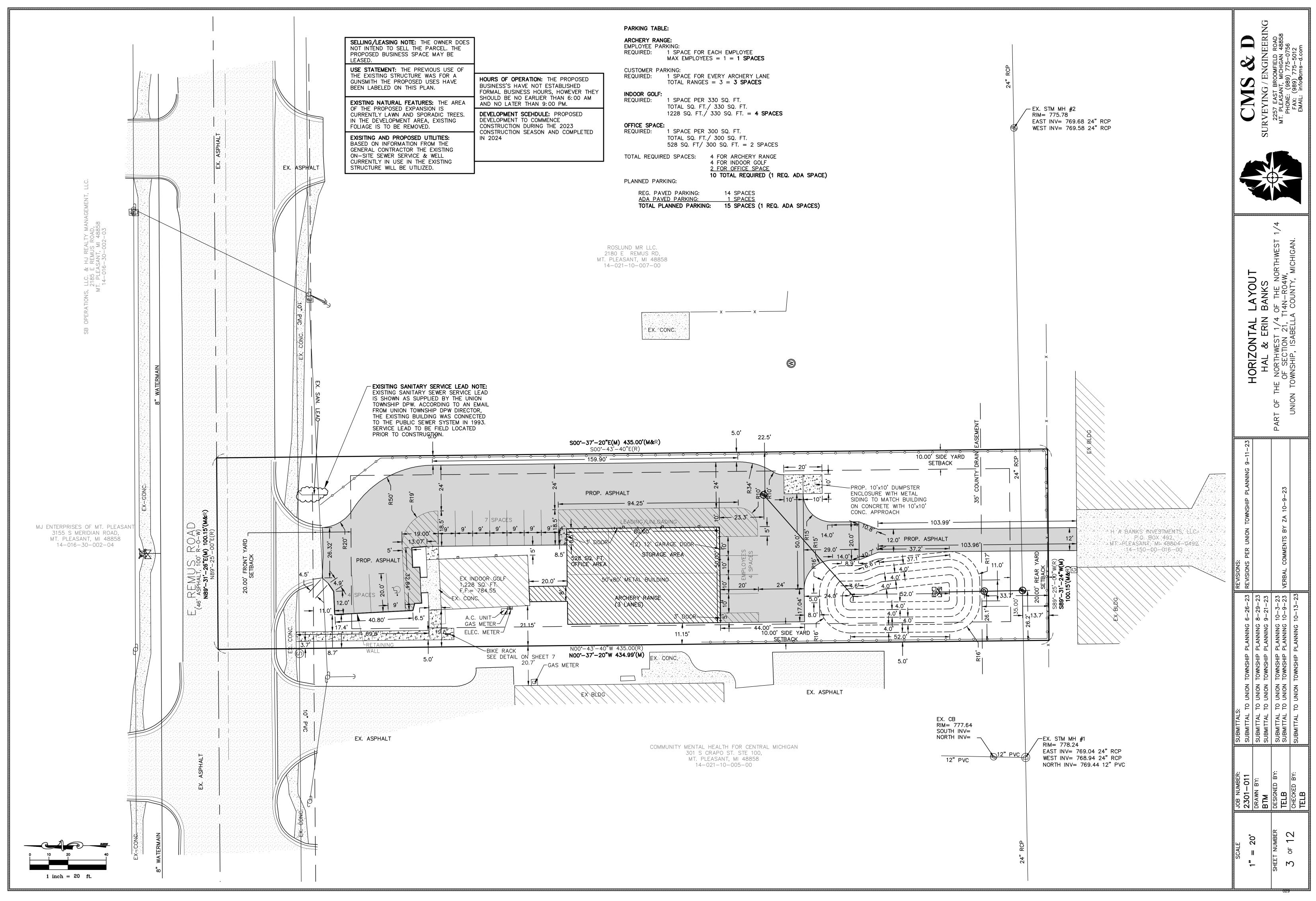


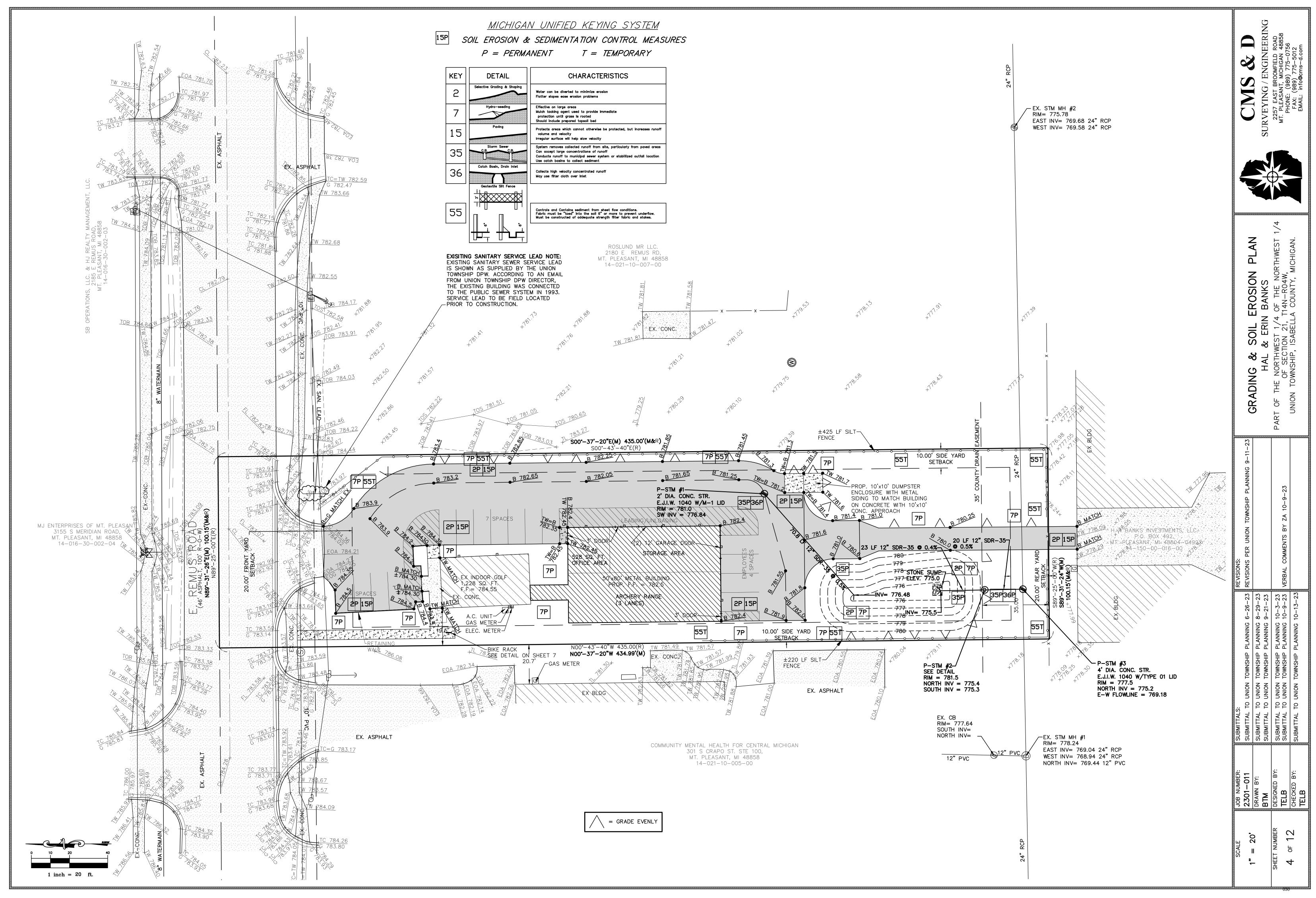
LOCATION MAP

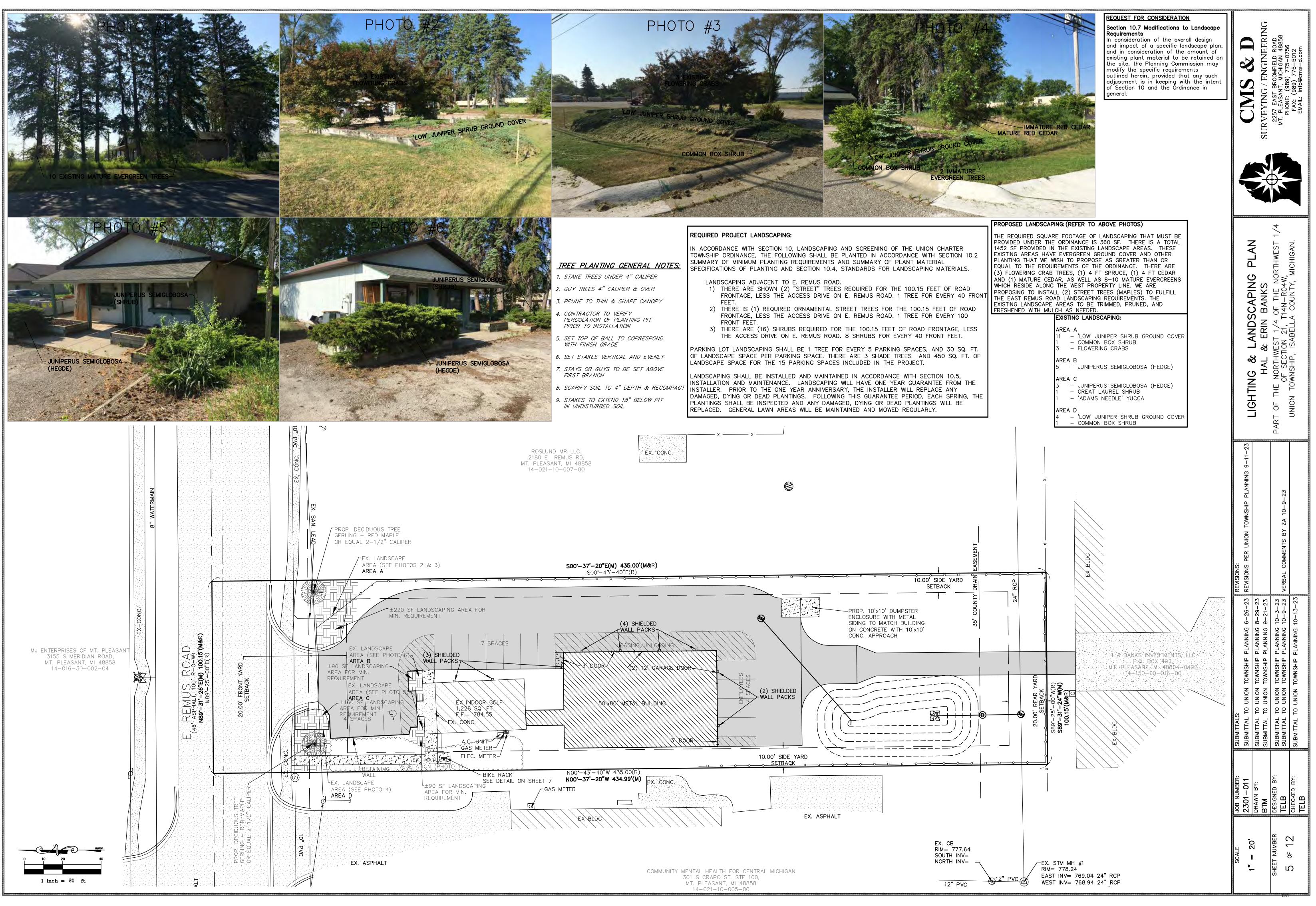


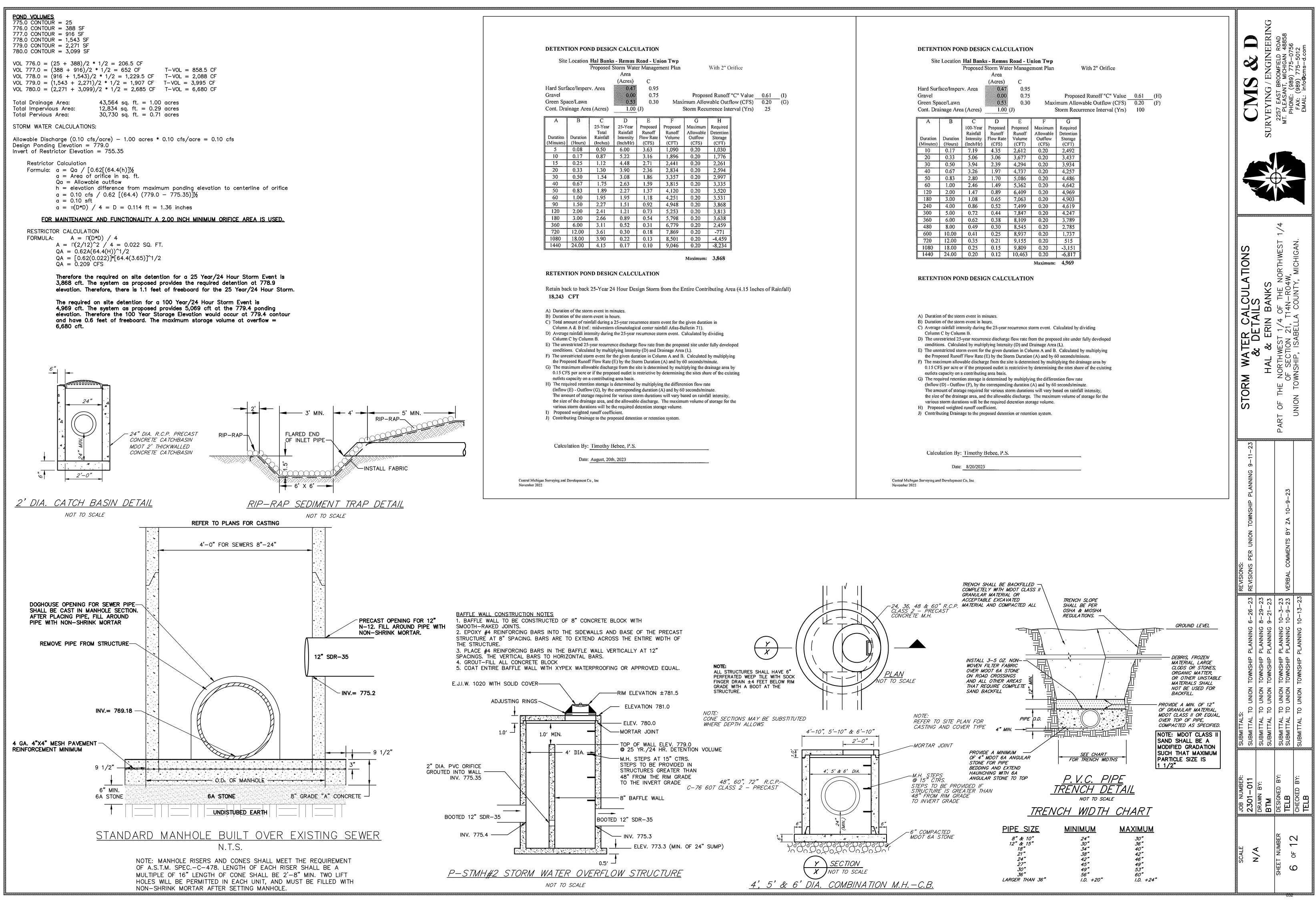
IGAN				SURVEYING / ENGINEERING	2257 EAST BROOMFIELD ROAD MT. PLEASANT, MICHIGAN 48858 PHONE: (989) 775-0756	(989) 775–5 (989) 775–5 : info@cms–d
1 2 3 4 5 6 7 8 9 10 11	DETAILS ^{RN} -LIGHTING PLAN SH LIGHTING PLAN SH BUILDING ELEVATIO	APHY DUT EROSION PLAN	路	HAL & ERIN BANKS	THE NORTHWEST 1/4 OF THE NO OF SECTION 21, T14N-R04W	SABELLA C
SECTION LINE BETWEEN DETERMINED TO BE S89 BENCHMARK: TOP CORNER LANDSCAF	TION MICHIGAN STATE PLA THE NORTHWEST CORNER *-31'-26"E.	ONS SHEET 3 (BY OTHERS) IN SOUTH, THE BEARING OF THE NORTH AND THE NORTH 1/4 CORNER WAS 455.17 E:13007301.89 Z: 784.79 98.45 Z: 786.62	REVISIONS: 23 REVISIONS PER UNION TOWNSHIP PLANNING 9–11–23	-23 23	23 23 VERBAL COMMENTS BY ZA 10–9–23	
CONSULTANT: CHARTER COMMUNICAT 915 E. BROOMFIELD S MT. PLEASANT, MI 48 (989) 621–4932 RANDY BUNKER rbunker@chartercom.cc CONSUMERS ENERGY 1325 WRIGHT AVENUE ALMA, MI 48801 (989) 466–4282 KIM STUDT kimberly.studt@cmsene FRONTIER 345 PINE AVENUE ALMA, MI 48801 (989) 463–0392 MARK A. MARSHALL Mark.Marshall@ftr.com DTE ENERGY 4420 44TH STREET S. KENTWOOD, MI 49512	CENTRAL MICHIGAN SURVEY 2257 E. BROOMFIELD ROAD MT. PLEASANT, MI 48858 CONTACT PERSON: TIMOTHY PHONE: (989) 775–0756 FAX: (989) 775–5012 EMAIL: info@cms=d.com		SUBMITTALS: SUBMITTAL TO UNION TOWNSHIP PLANNING 6-26-	SUBMITTAL TO UNION TOWNSHIP PLANNING 8-29- SUBMITTAL TO UNION TOWNSHIP PLANNING 9-21-	TO UNION TOWNSHIP PLANNING 10-3- TO UNION TOWNSHIP PLANNING 10-9-	SUBMITTAL TO UNION TOWNSHIP PLANNING 10-13-
(616) 954–4623 MARY JO MCKERSIE mckersiem@dteenergy. MT. PLEASANT FIRE D 804 E. HIGH STREET MT. PLEASANT, MI 48 (989) 779–5100 EXT LT. BRAD DOEPKER bdoepker@mt-pleasan	com EPARTMENT 3858 5122	ISABELLA COUNTY ROAD COMMISSION 2261 E. REMUS ROAD MT. PLEASANT, MI 48858 (989) 773–7131 EXT 115 PATRICK GAFFNEY PGaffney@isabellaroads.com			ET NUMBER	

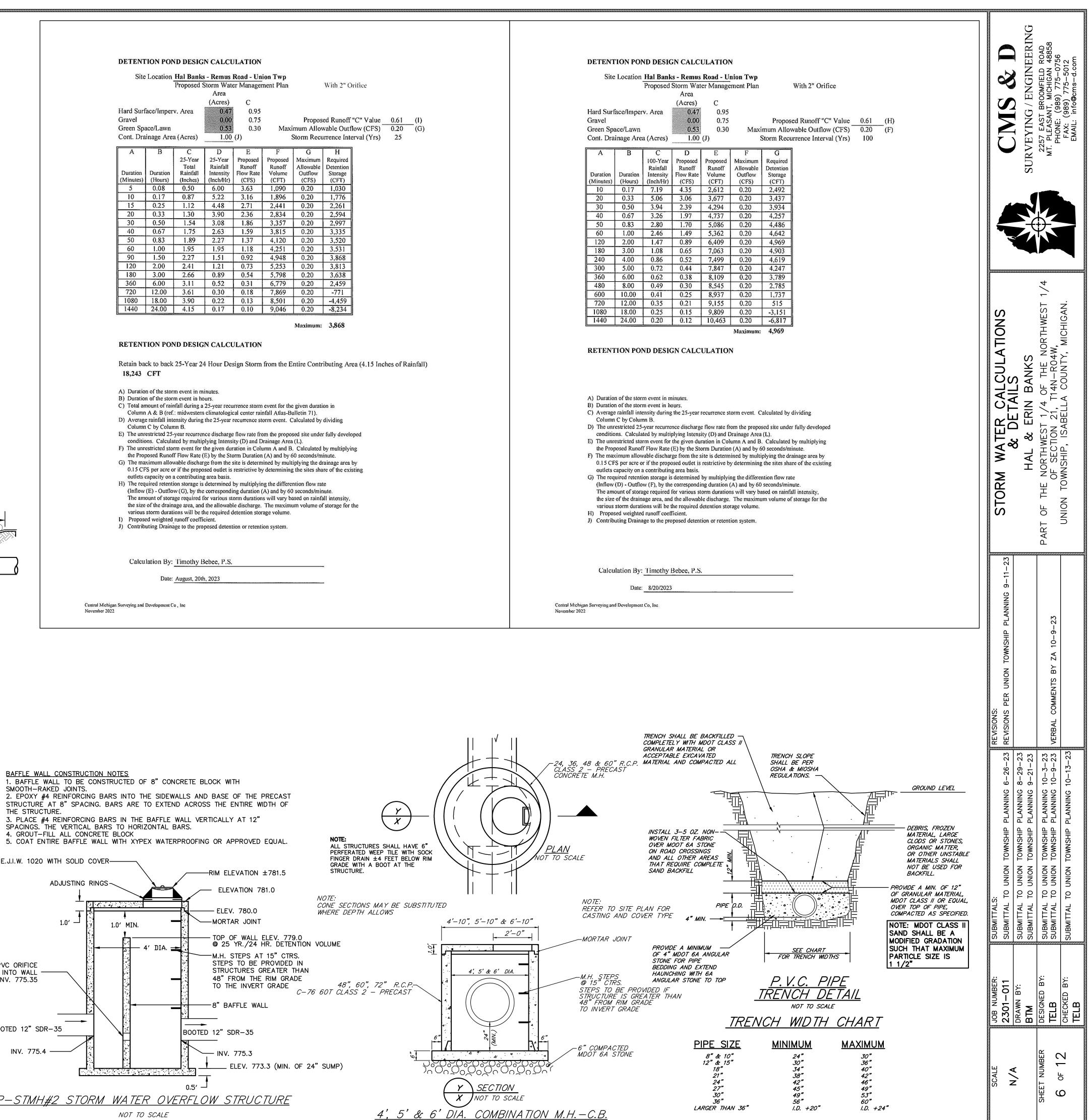


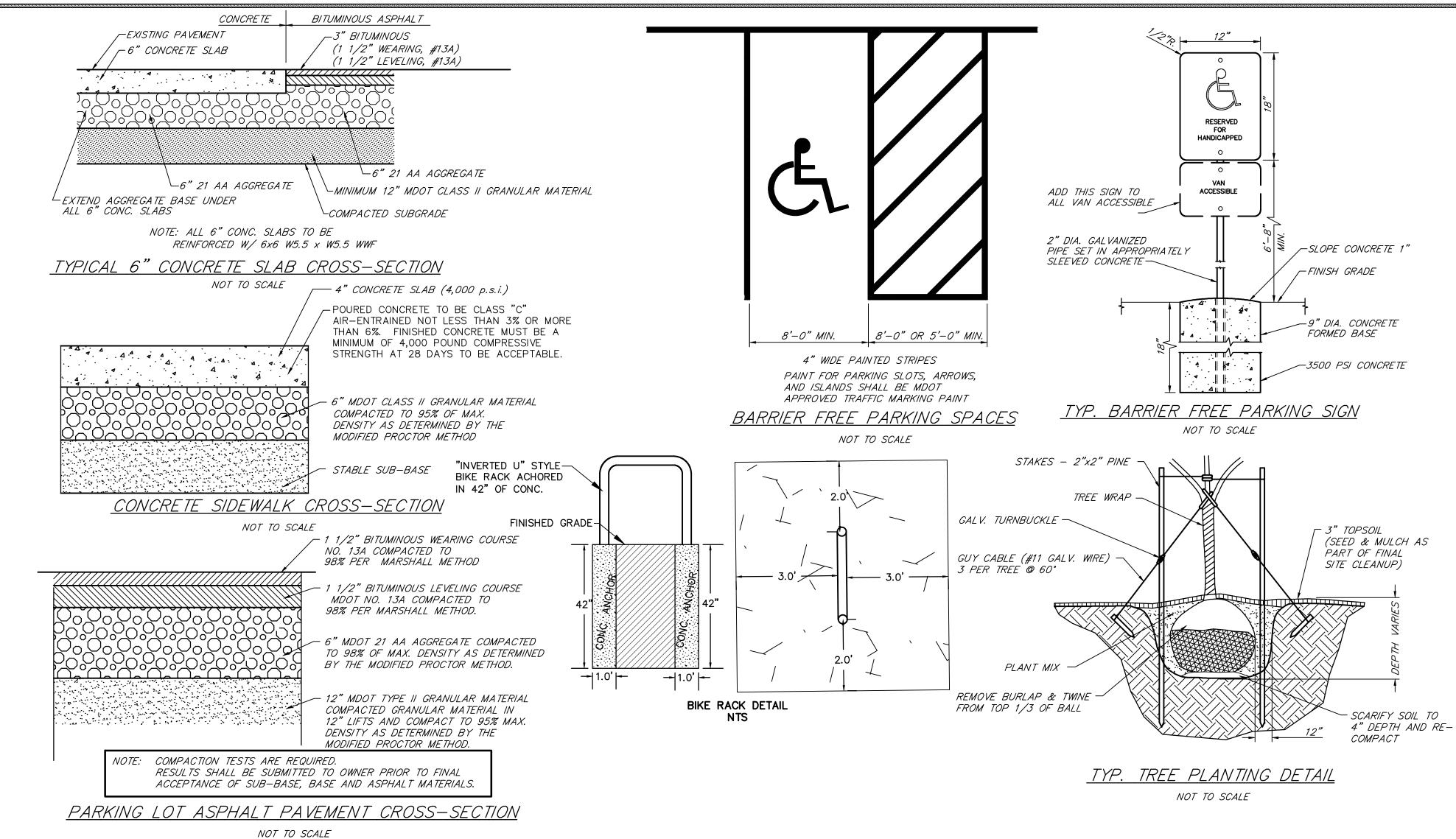


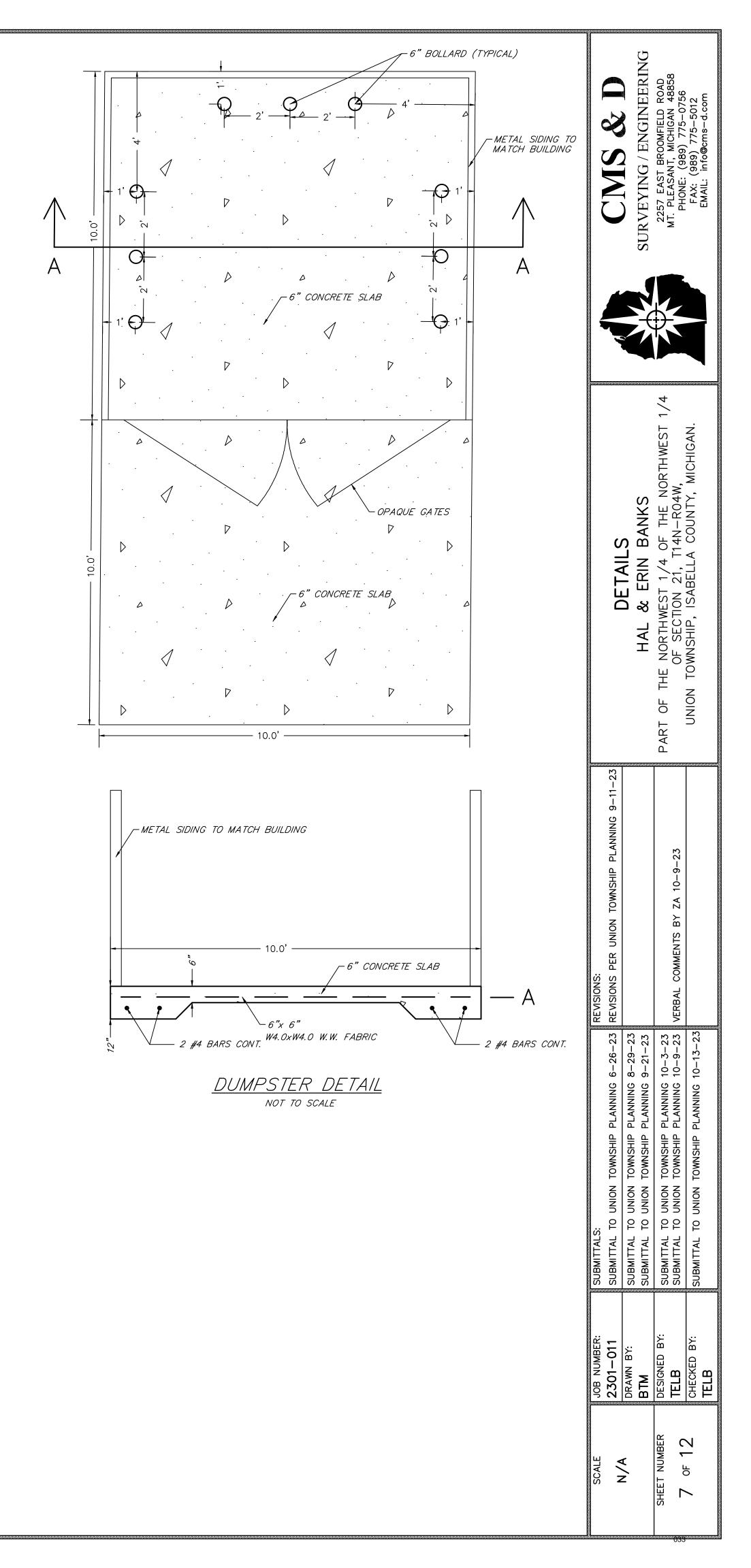


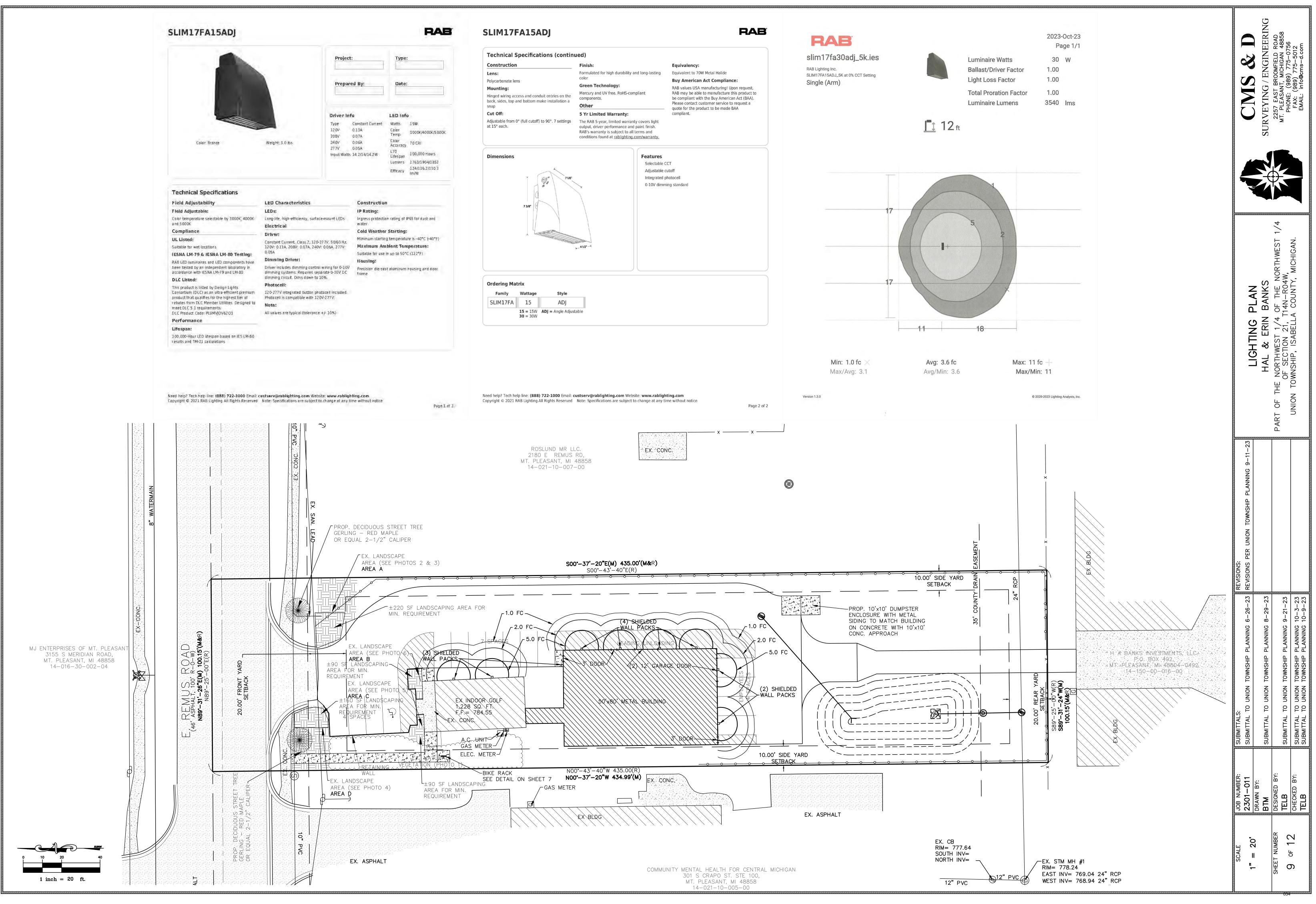


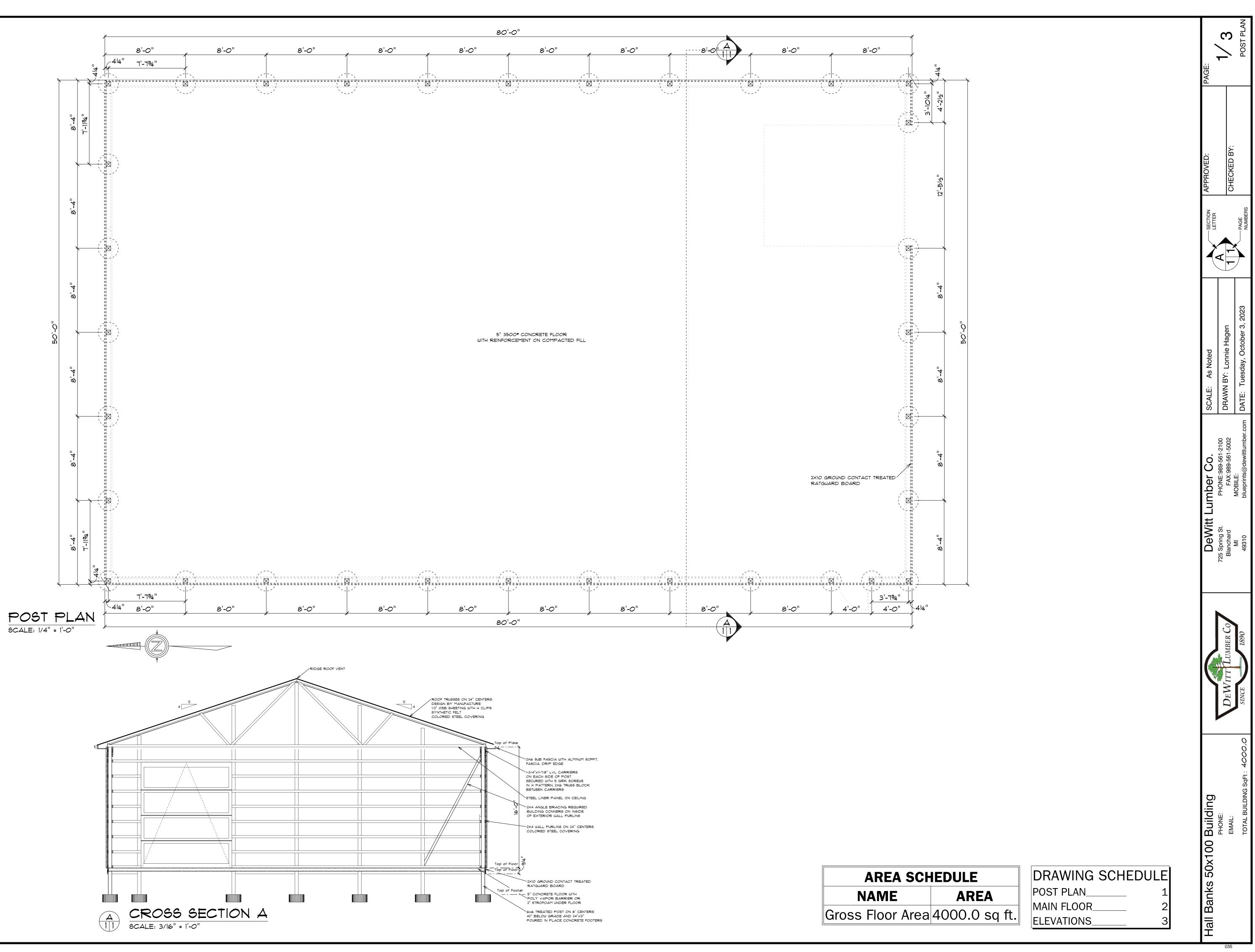


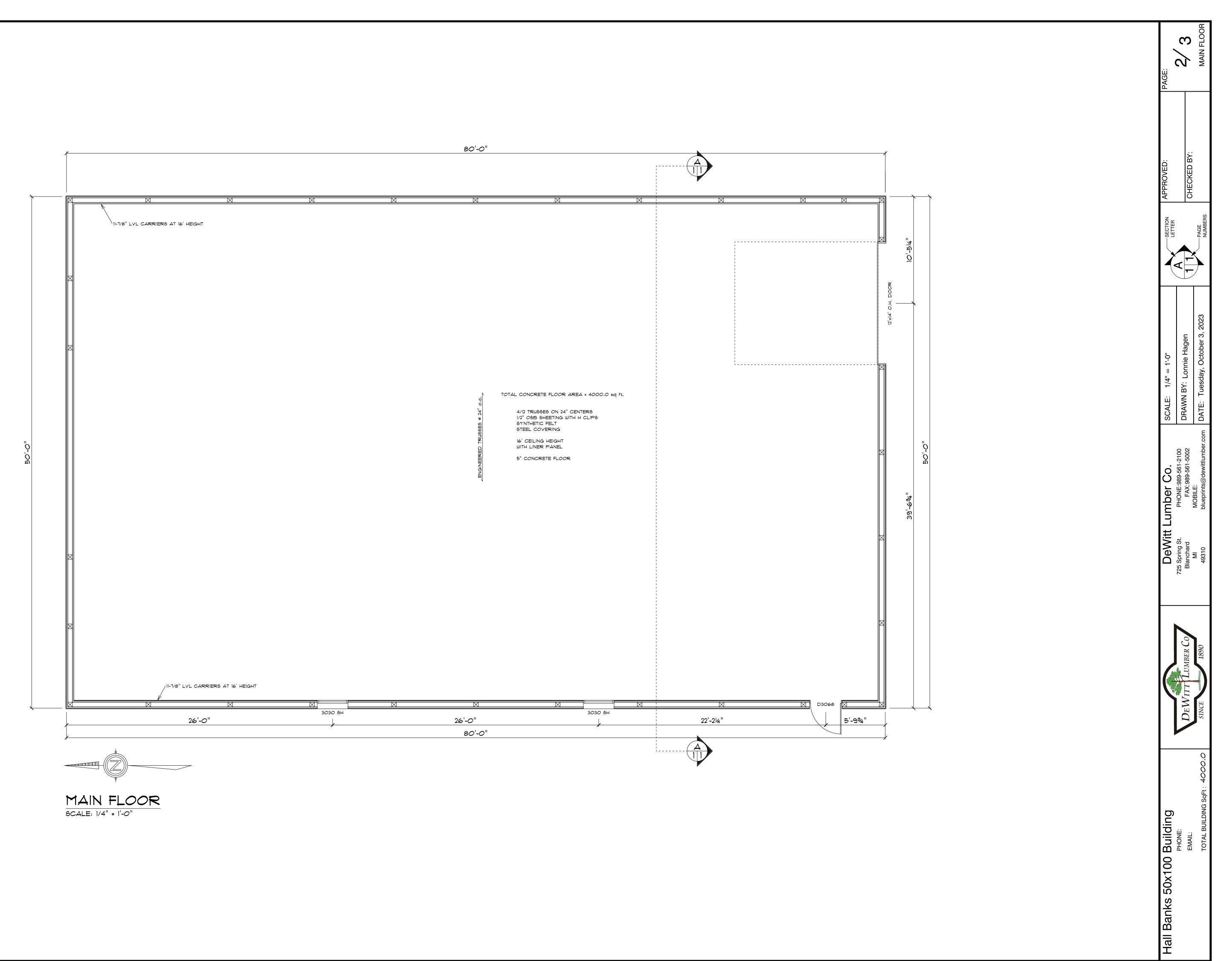


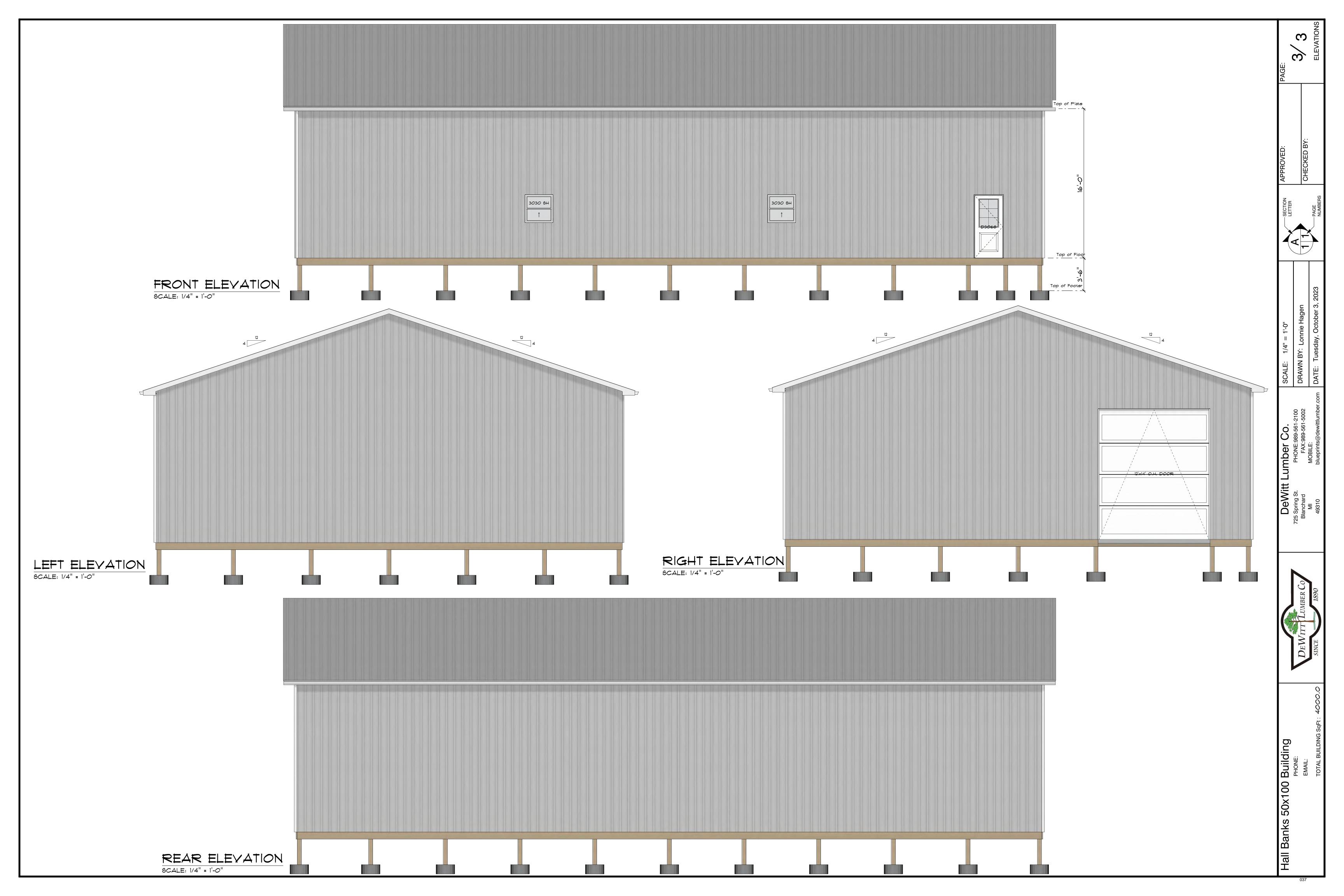












Community and Economic Development Department



2010 S. Lincoln Rd. Mt. Pleasant, MI 48858 989-772-4600 ext. 241

FINAL SITE PLAN REPORT

то:	Pla	nnin	g Commission	DATE:	November 13, 2023		
FROM:	Pet	ter G	allinat Zoning Administrator	ZONING:	B-5, Highway Business District		
PROJECT:			PFINALSPR23-02 Final Site Plan approval– Proposed building addition and site improvements for indoor golf, archery range, office, and related storage				
PARCEL	(S):	PID	14-021-10-007-01				
OWNER	(S):	Hal	Banks				
LOCATIO	DN:	Ар	prox. 0.96 acres located at 2160 E.	Remus Roa	d. in the NW 1/4 of Section 21.		
EXISTIN	G US	E:	Vacant building, former gunsmith	shop.	ADJACENT ZONING: B-5, I-1		
FUTURE LAND USE DESIGNATION: <i>Commercial/Light Industrial</i> : This district is intended for a blend of medium intensity commercial and small-scale light industrial uses. Light industrial uses include but are not limited to small-scale manufacturing, laboratories, R&D (research and development) firms, information technology firms, or other businesses that might be found in a technology park.							

ACTION: To review and act on the PFINALSPR23-02 final site plan dated 10/13/2023 for a 4,000 square-foot building addition for indoor golf, archery range, office, and related storage located at 2160 E. Remus Road in the NW 1/4 of Section 21 and in the B-5 (Highway Business) District.

Site Plan Approval Process

Per Section 14.2.C. of the Zoning Ordinance, both preliminary site plan approval and final site plan approval are required for this project. 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 are required as part of a final site plan application.

Background Information

The site is an existing, legal nonconforming site developed prior to the current Zoning Ordinance. There is an existing structure that was previously used for a gunsmith shop. This project is for indoor recreation uses such as indoor golf, archery range, and office space with related storage. A preliminary site plan for this project was approved at the September 2023 Planning Commission meeting. Additionally, a grading permit was authorized by the Planning Commission at the October 2023 Planning Commission meeting based on the preliminary site plan approval, which permitted the contractor to do limited tree stump removal and site grading.

Standards for Alterations to a Nonconforming Site (Section 12.5)

The purpose of Section 12.5 is to encourage improvements to existing sites in the Township that were developed before the site design requirements of this Ordinance were established. This Section prioritizes required improvements to existing nonconforming sites, which may be improved or modified without a complete upgrade of all site elements subject to compliance the following conditions (listed below in bold with staff comments following):

- A. A nonconforming site shall not be improved or modified in a manner that increases its nonconformity. The proposed improvements conform to this standard.
- B. The proposed site improvements shall address public health, safety, and welfare by resolving public safety deficiencies and pedestrian/vehicle conflicts and improving emergency access. The site plan includes new barrier-free parking and pedestrian access, and improved access to the site for fire trucks in the event of an emergency.
- C. The site plan shall also include improvements in at least three (3) of the ten (10) broad categories listed in Section 12.5.C. The proposed site plan more than satisfies this standard, with improvements in six (6) of the categories as noted below:
 - 2. **Pedestrian access improvements.** The site is served by an existing public sidewalk and the project includes a 5-foot-wide sidewalk connector for pedestrian access.
 - **3. Vehicular access and circulation improvements.** The current gravel parking lot will be replaced with a hard-surface lot and internal two-way access drive.
 - **4. Building design or exterior facade improvements.** The existing building will be upgraded along with the newer building addition.
 - 5. Off-street parking or loading improvements. The current site has no designated loading area or striped parking stalls. The plan adds both.
 - 8. Exterior lighting improvements. The site plan adds nine (9) new down-shielded wallpack fixtures to both the existing building and the building addition. A photometric plan will be required on the final site plan to verify compliance with Section 8.2.
 - **9. Drainage and stormwater management improvements.** There is no existing stormwater management for the site. This plan provides for these Stormwater improvements.

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 conforms to the minimum Section 14.2.P. information requirements for a final site plan, including detailed building elevations and a floor plan found on pages 10-12 of the plan. CONFORMS

- 2. Section 8 (Environmental Performance Standards). The hazardous substance reporting form and EGLE permit checklist form are in the application materials. CONFORMS
- 3. Section 9 (Off-Street Parking, Loading Requirements). The plan provides for a total of 15 parking spaces where only 10 spaces are required at a minimum. A loading area is provided on the east side of the building meeting the required 50-feet in length, 10 feet in width and 15 feet in clearance. The plan also provides for a 6.5-feet sidewalk extension and bike rack near the northeastern corner of the building that meets bicycle parking location distance requirements from adjacent walls, poles, landscaping, street furniture, drive aisles, primary pedestrian routes, primary pedestrian routes, and vehicle parking. The site plan on page 3 has been updated to show a 9-foot width for all parking spaces as required (although the standard ADA diagram on the details page shows the 8-foot minimum required for ADA parking, the site plan width will govern the site). The correct formula for professional office parking is shown on the plan. **CONFORMS**
- 4. **Section 7.10 (Sidewalks and Pathways).** The plan provides for a 5-foot-wide sidewalk connection from the existing sidewalk along E. Remus Road. There is a proposed 6.5-foot-wide interior sidewalk along the northern front of the building as well. **CONFORMS**
- 5. Section 7.14 (Trash Removal and Collection). The plan provides a 10-foot by 10-foot dumpster located in the rear yard on a concrete pad and approach, which will be enclosed with a fence consisting of metal siding to match the building addition. CONFORMS
- 6. Section 10 (Landscaping and Screening). The applicant has requested Planning Commission approval of a modification per Section 10.7 (Modifications to Landscaping Requirements) to use existing vegetation to satisfy applicable landscaping requirements (see notes and details on page 5 of the site plan). The existing site provides the unique characteristic in that there is already landscaping present that is matured. This is a benefit that provides mature plant life versus new plantings that take time to mature. In addition, per the provisions of Section 12.5 (Nonconforming Sites), additional landscaping is not necessary for this project. Staff would have no objection to Planning Commission approval of the final landscape plan as presented, finding the requested modification to be consistent with Section 10.7. **CONFORMS**
- 7. Section 8.2 (Exterior Lighting). The updated and corrected lighting plan on page 9 provides for nine (9) wall pack lights on the expanded building that are down shielded, with maximum illumination levels consistent with Section 8.2 standards. CONFORMS
- 8. **Outside agency approvals.** The Township has received approval from the Mt. Pleasant Fire Department, Michigan Department of Transportation for the sidewalk connection, Township Public Services, Isabella County Transportation Commission, and Gourdie-Fraser for the stormwater management improvements. **CONFORMS**

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

- The plan and proposed scope of site and building improvements meet or exceed the requirements of Section 12.5 that apply to alterations to a nonconforming site.
- All outside agency approvals have been received.
- The plan conforms to Section 14.2.P. (Required Site Plan Information) and Section 14.2.S. (Standards for Site Plan Approval) for a final site plan.

Recommendations

Based on the above findings, I recommend approval of the PFINAL23-02 final site plan application dated October 13, 2023.

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

Respectfully submitted,

Peter Gallinat – Zoning Administrator

Draft Motions: PFINALSPR 23-02 Final Site Plan Application from Hal Banks for a Proposed Building Addition at 2160 E. Remus Rd. for Indoor Golf, Archery, Office Space, and Related Storage.

MOTION TO APPROVE THE FINAL SITE PLAN:

Motion by ______, supported by ______, to <u>approve</u> the PFINALSPR23-02 final site plan dated October 13, 2023 for a 4,000 square-foot building addition for indoor golf, archery range, office, and related storage located at 2160 East Remus Road in the northwest quarter of Section 21 and in the B-5 (Highway Business District) zoning district, finding that it <u>fully complies</u> with applicable Zoning Ordinance requirements for final site plan approval, including Sections 12.5 (Nonconforming Sites), 14.2.P. (Required Site Plan information), and 14.2.S. (Standards for Site Plan Approval).

MOTION TO APPROVE THE FINAL SITE PLAN WITH CONDITIONS:

Motion by ______, supported by ______, to <u>approve</u> the PFINALSPR23-02 final site plan dated October 13, 2023 for a 4,000 square-foot building addition for indoor golf, archery range, office, and related storage located at 2160 East Remus Road in the northwest quarter of Section 21 and in the B-5 (Highway Business District) zoning district, finding that it <u>can comply</u> with applicable Zoning Ordinance requirements for final site plan approval, including Sections 12.5 (Nonconforming Sites), 14.2.P. (Required Site Plan information), and 14.2.S. (Standards for Site Plan Approval), <u>subject to the following conditions</u>:

MOTION TO POSTPONE ACTION ON THE FINAL SITE PLAN:

Motion by	_, supported by	, to
postpone action on the PFINALSPR23-02	final site plan dated (October 13, 2023 for a 4,000
square-foot building addition for indoor go	olf, archery range, offic	e, and related storage located
at 2160 East Remus Road until	, 20 for t	he following reasons:

MOTION TO DENY THE FINAL SITE PLAN:

Motion by, sup	ported by	, to <u>deny</u>
the PFINALSPR23-02 final site plan dated Oc	tober 13, 2023 for a 4,000 square:	e-foot building
addition for indoor golf, archery range, office	, and related storage located at 210	60 East Remus
Road in the northwest quarter of Section 21	and in the B-5 (Highway Business [District) zoning
district, finding that it does not comply with a	pplicable Zoning Ordinance require	ments for final
site plan approval, including Sections 12.5 (N	Jonconforming Sites), 14.2.P. (Requ	uired Site Plan
information), and 14.2.S. (Standards for Site Pl	lan Approval) <u>, for the following reas</u>	sons:

Charter Township of Union

APPLICATION FOR SITE PLAN REVIEW

	Minor Site Plan 🛛 🕅 Preliminary Sit	e Plan Final Site Plan
لـــــا A Completed Applicat	tion will contain all the information required per	the Zoning Ordinance, Section 14.2 (Site Plan Review).
Name of Proposed Dev	velopment/Project_Walmart Building	Expansion
	· · · · · · · · · · · · · · · · · · ·	Encore Blud, Mount Pleasant,
MI 48858		
Applicant's Name(s)	Jared Hutchison	
Phone/Fax numbers	901 - 384 - 0404	Email jared hut chison @ carison consulting.n
Address 70-69 Led	gustone commons	City: Bartlett, TN Zip: 38153
· · · · · · · · · · · · · · · · · · ·		
Legal Description: 🗙	Attached Included on Site Plan	Tax Parcel ID Number(s): 14-026-30-001-06
Existing Zoning: B-5	Land Acreage: 20.4 Existing L	Use(s): Retail Sales
ATTACHED: Letter	describing the project and how it conforms to	Section 14.2.S. (Standards for Site Plan Approval)
Firm(s) or	1 Name: Jacob II. I decar	Phone: 901-384-0404 Email pred hut dison @ carlson
Individuals(s) who	2. Address: 7068 Ledgestone com	nows consulting. net
prepared site plan(s)	1 ·	State: TN # Zip: 38133
	Contact Person:	Phone
Legal Owner(s) of	1. Name: Walmart Real Estate Bu	miness Trust Phone: 479-204-3314
Property.	Address: Mail 5 top 0505 ; 7020	SW 8th St.
All persons having	City: Bentonville	State: AR ## Zip: 72716
legal interest in the	\$ See affached email thread	d owner/lessee/other
property must sign	Signature:	Interest in Property: Owner/lessee/other Phone:
this application. Attach a separate	2. Name:	
sheet if more space	Address:	
is needed.		
	Signature	Interest in Property: owner/lessee/other

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.

Signature of Applicant

10/30/2023

Office Use Only

Application Received By:_____

Date Received:

_____ Fee Paid: \$_____

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, <u>prior to final site plan approval</u>.

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 24inch 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.



SITE PLAN APPLICATION DETAILS

TO: CHARTER TOWNSHIP OF UNION

FROM: JARED HUTCHISON

RE: WALMART #1428 4730 ENCORE BLVD MOUNT PLEASANT, MI

DATE: OCTOBER 27, 2023

To whom it may concern,

As requested for the above referenced project located in Mount Pleasant, MI. The legal description is as follows:

Part of the Southwest one-quarter of Section 26, Town 14 North, Range 4 West, Union Township, Isabella County, Michigan, described as: Beginning South 87 degrees 14 minutes 35 seconds East along the East-West one-quarter line, 1568.51 feet and South 02 degrees 24 minutes 38 seconds West 351.25 feet from the West one-quarter corner of said Section 26; thence continuing South 02 degrees 24 minutes 38 seconds West 921.02 feet; thence South 87 degrees 24 minutes 52 seconds East 978.18 feet; thence North 02 degrees 35 minutes 08 seconds East 921.00 feet; thence North 87 degrees 24 minutes 52 seconds West 980.99 feet back to the place of beginning.

Standards for Site Plan Approval:

Carlson Consulting Engineers is a legally authorized consultant licensed to complete the proposed work for the above listed project in Mount Pleasant, MI. The proposed development is a building expansion and restriping project. As a requirement of Charter Township of Union, additional work has been implemented to improve public safety deficiencies at both entrances into the site and along the outer circulatory road. The development will increase the amount of pervious area to the overall site. Any unsuitable soils encountered during development will be removed and replaced with



approved subgrade materials. Vehicular and pedestrian safety will be improved as a part of this project by adding signage, sidewalks, and curb work.

If you have any questions, please do not hesitate to contact me at (901) 384-0404 or write to jaredhutchison@carlsonconsulting.net.

Sincerely,

Jared Hutchison Carlson Consulting Engineers, Inc.

Jared Hutchison

From:	Hazem Hassan <hazem.hassan@walmart.com></hazem.hassan@walmart.com>
Sent:	Monday, October 30, 2023 11:24 AM
То:	Jared Hutchison
Subject:	RE: Site Plan Approval Application - Mount Pleasant, MI - 1428-275

Jared,

CARLSON CONSULTING ENGINEERS team have full authorization to work on this project on behalf of Walmart.

Respectfully,

Hazem Hassan Senior Project Manager North PMO Phone: 479-321-2183 <u>Hazem.hassan@Walmart.com</u> 2608 SE J St, Bentonville, AR 72716-0550 Save money. Live better.

From: Jared Hutchison <jaredhutchison@carlsonconsulting.net> Sent: Monday, October 30, 2023 8:16 AM To: Hazem Hassan <Hazem.Hassan@walmart.com> Subject: EXT: RE: Site Plan Approval Application - Mount Pleasant, MI - 1428-275

EXTERNAL: Report suspicious emails to Email Abuse.

Hazem,

Please disregard the last email. If you could just reply to this email saying that we have full authorization to work on this project on the behalf of Walmart that would be sufficient. Sorry for the confusion here.

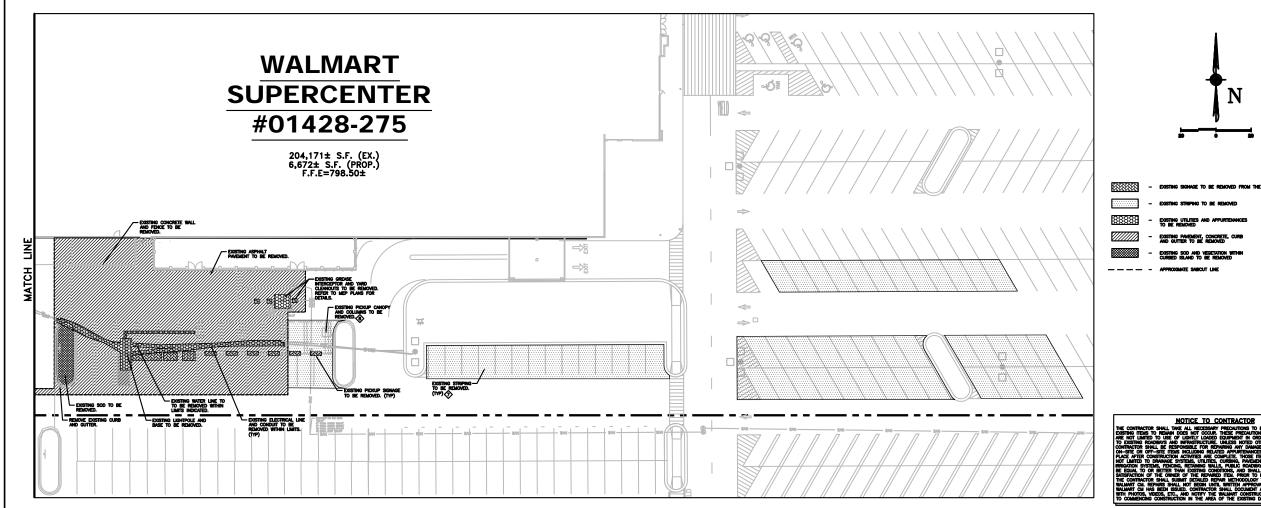
Thank you, Jared Hutchison Carlson Consulting Engineers, Inc. 7068 Ledgestone Commons | Bartlett, TN 38133 Ph. 901.384.0404 | Fax 901.384.0710 | www.CarlsonConsulting.net

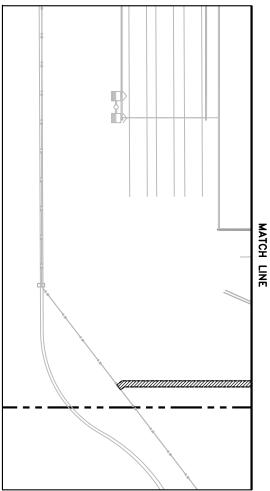
From: Jared Hutchison Sent: Friday, October 27, 2023 5:21 PM To: 'Hazem Hassan' <<u>Hazem.Hassan@walmart.com</u>> Subject: Site Plan Approval Application - Mount Pleasant, MI - 1428-275 Importance: High

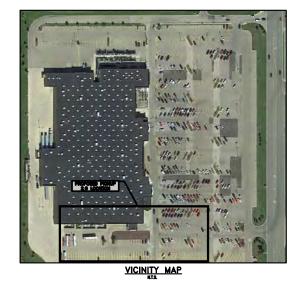
Good evening,

We are needing some information for this site. "Wal-Mart Real Estate Business Trust, a Delaware statutory trust", is listed as the owner. We need the following to put in the application:

- Name of person or persons having a legal interest in the property, their phone number and address
- Address and phone number for "Wal-Mart Real Estate Business Trust, a Delaware statutory trust"

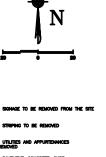








DEMOLITION PLAN



CARLSON CONSULTING ENGINEERS, INC. JACONSULTING ENGINEERSESS MATLET TENNESSEE 20133

Walmarts⁰ Mount Pleasant, Michigan Store No.01428-275

ISSUE BLOCK

CHECKED BY: JSP DRAWN BY: MBN DOCUMENT DATE: 10/10/2023

JOSEPH PARSLEY ENGINEER No.

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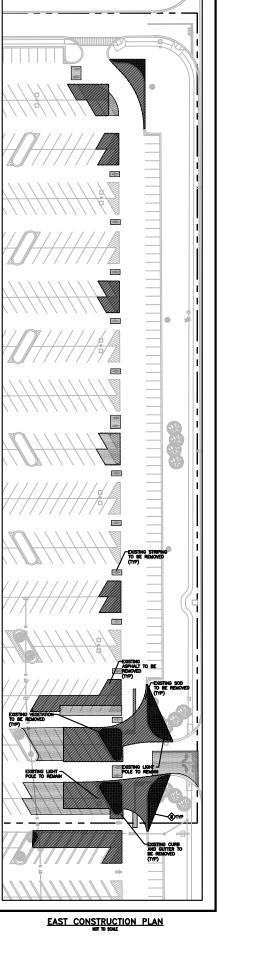


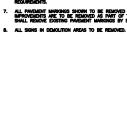
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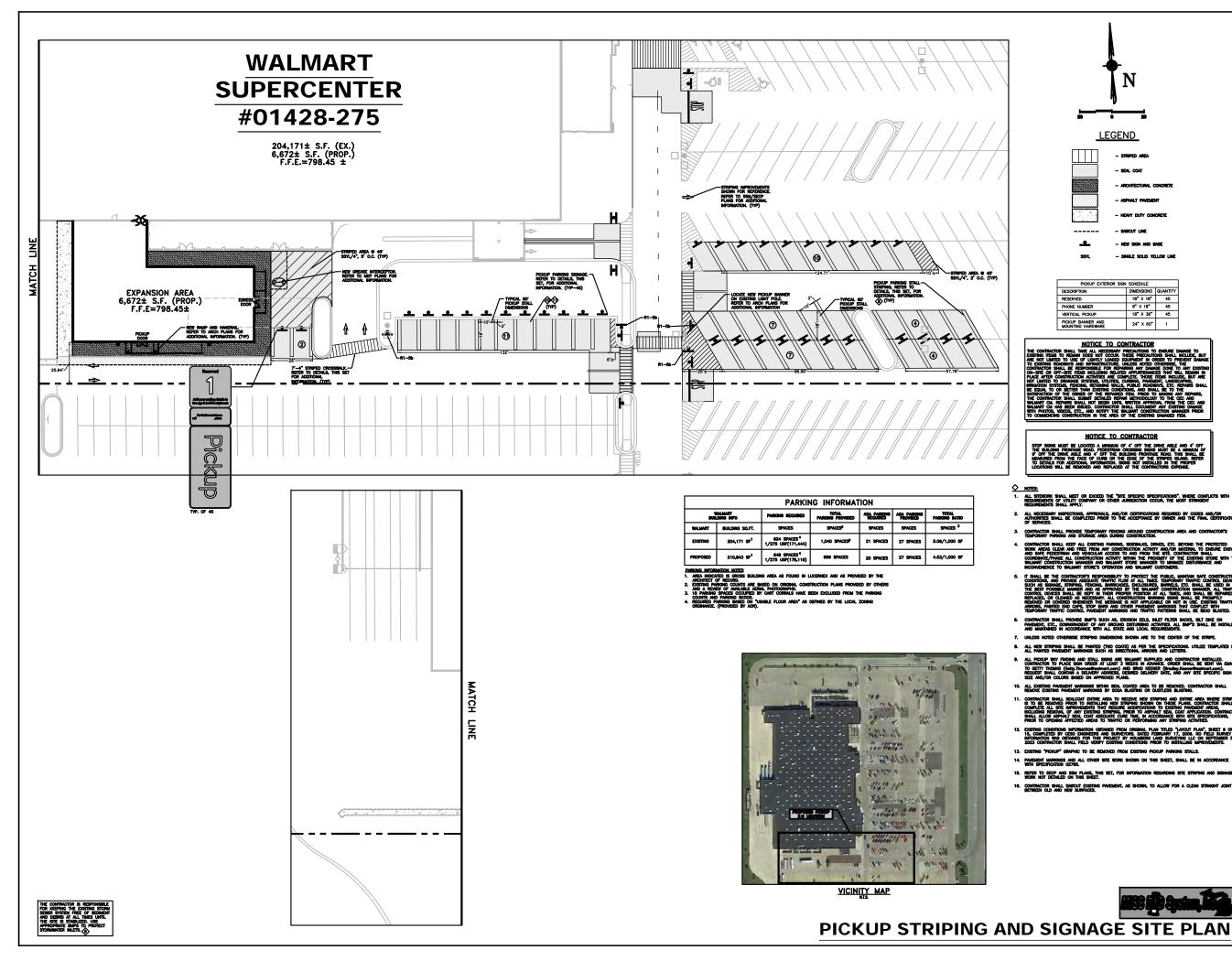


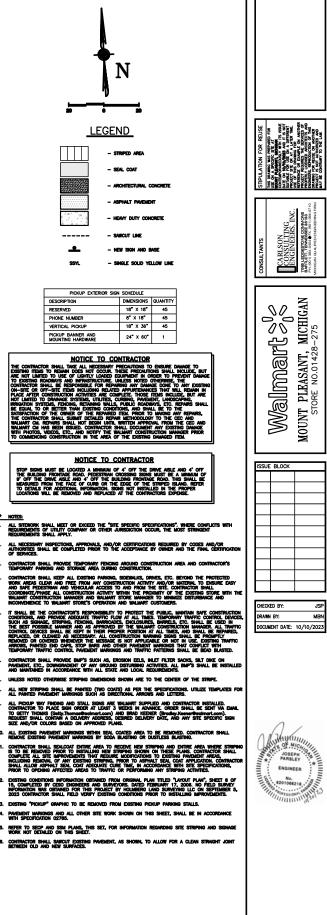












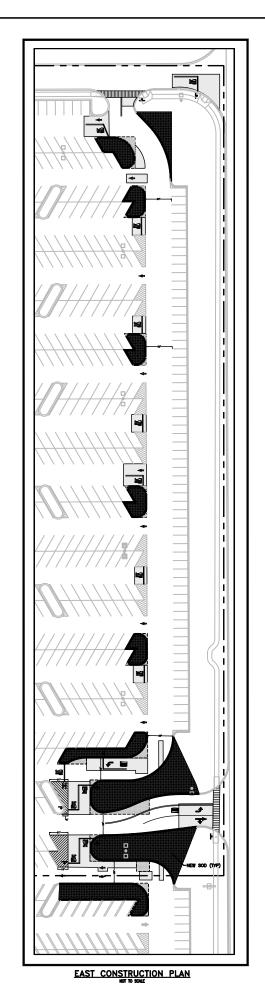


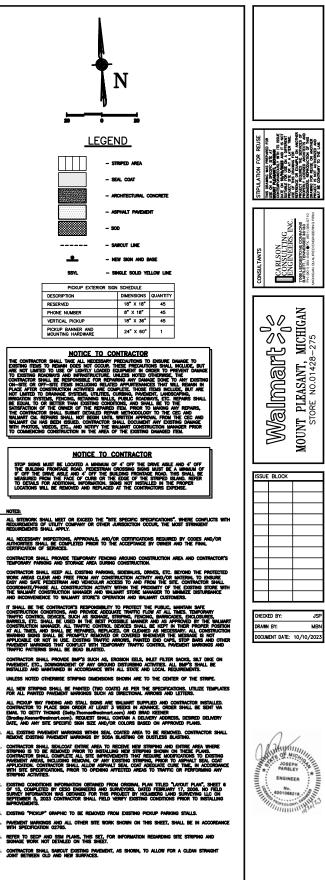
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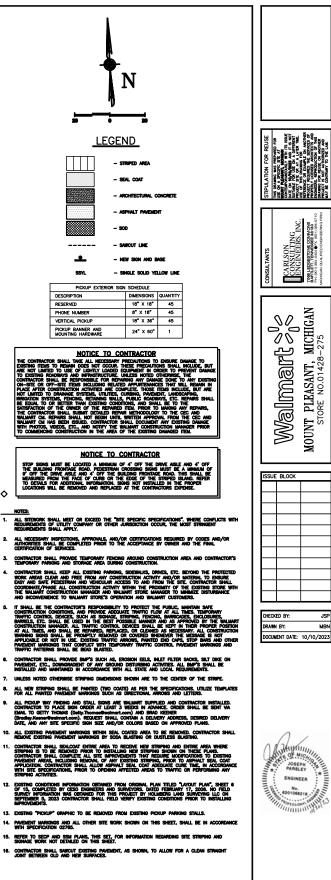
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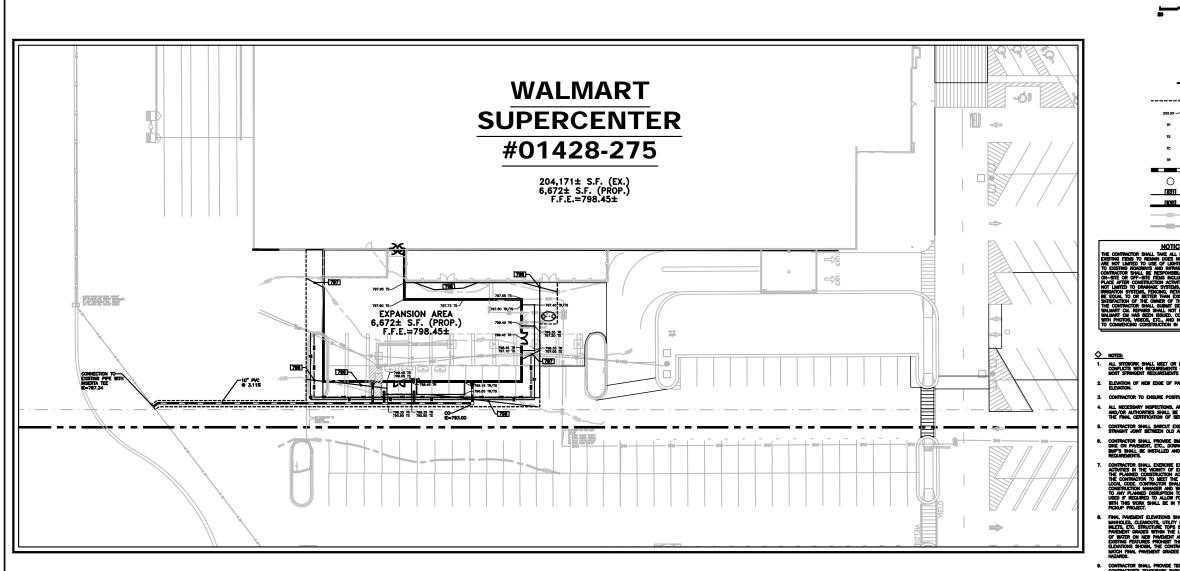








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SITE BUILDING AREA-FOUNDA WAL MART- JOB #1428-275 MOUNT PLEASANT, MICHIGAN 9/19/2023

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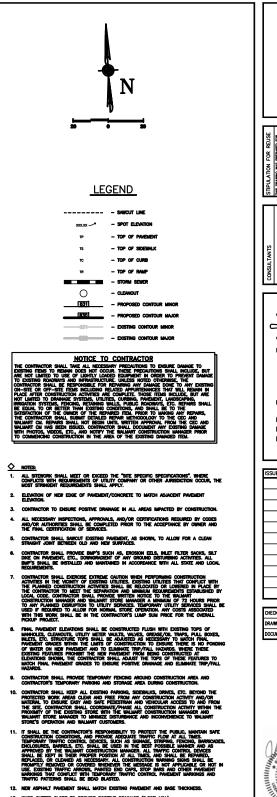
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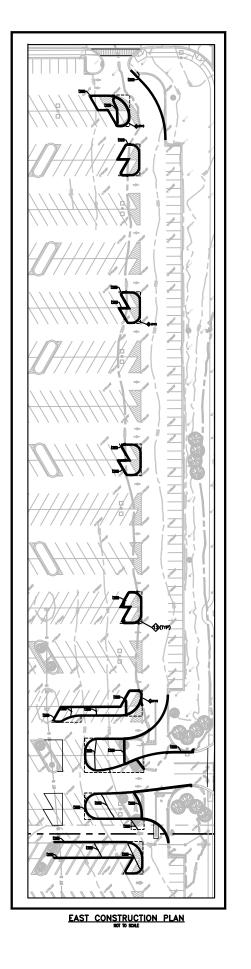






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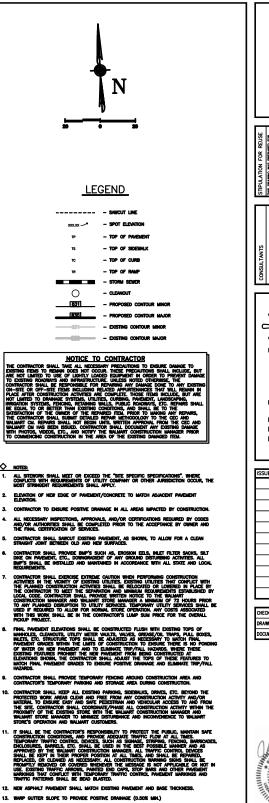








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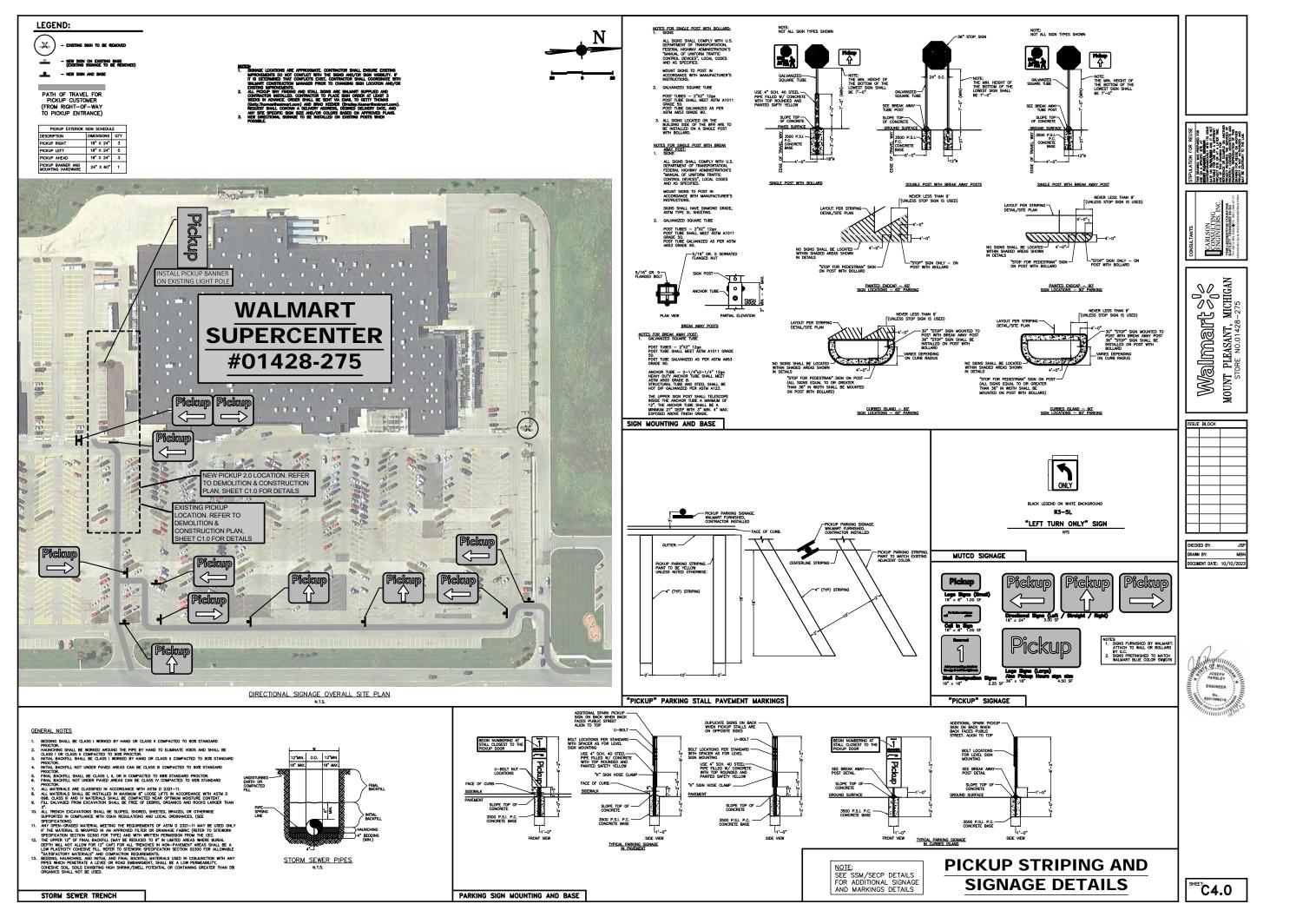
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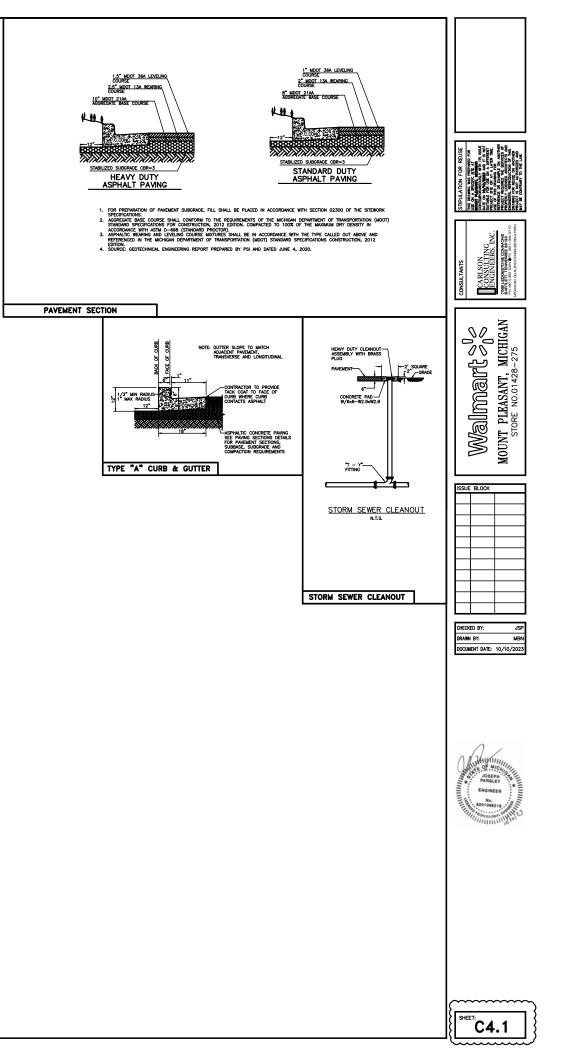


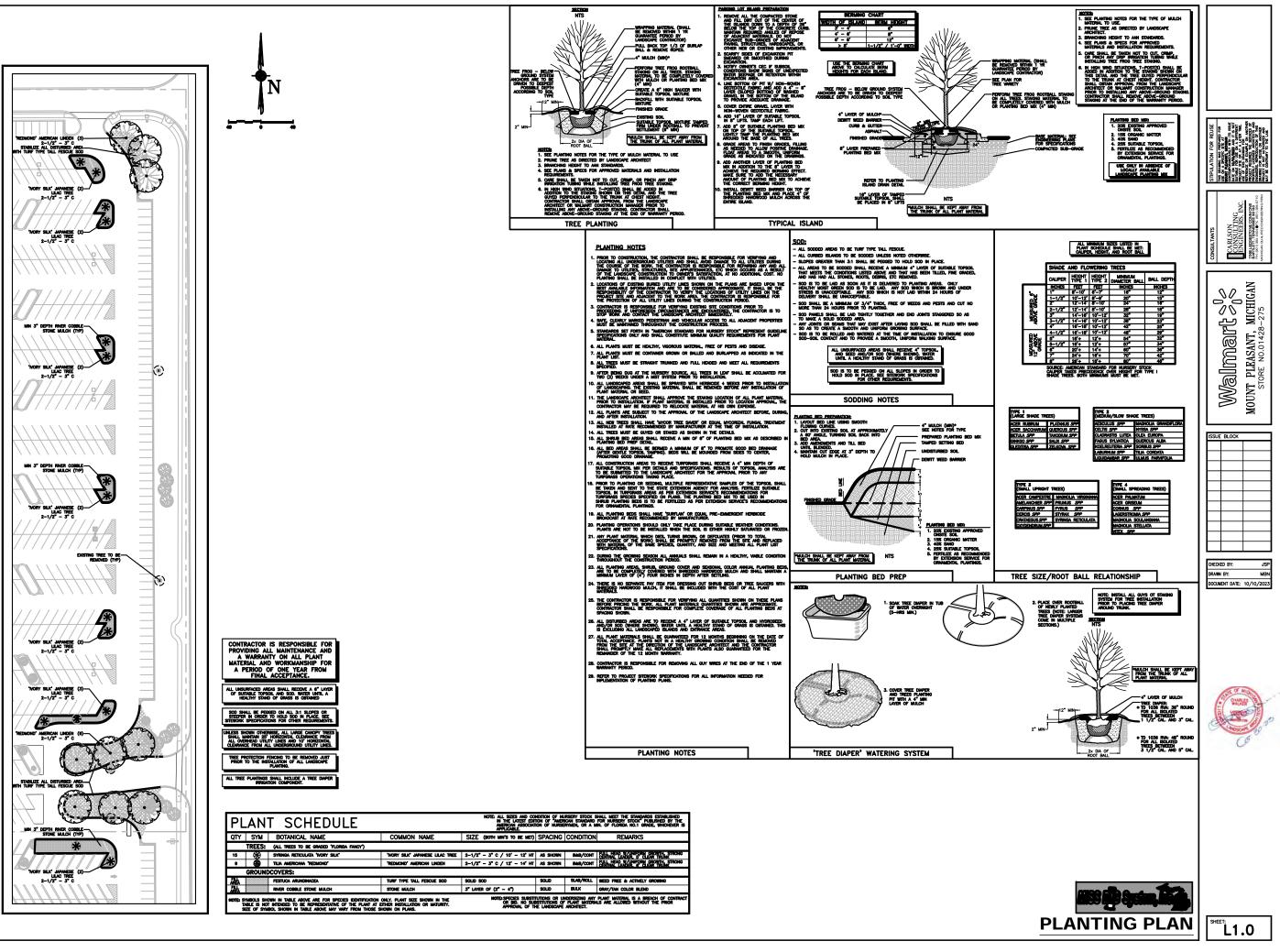
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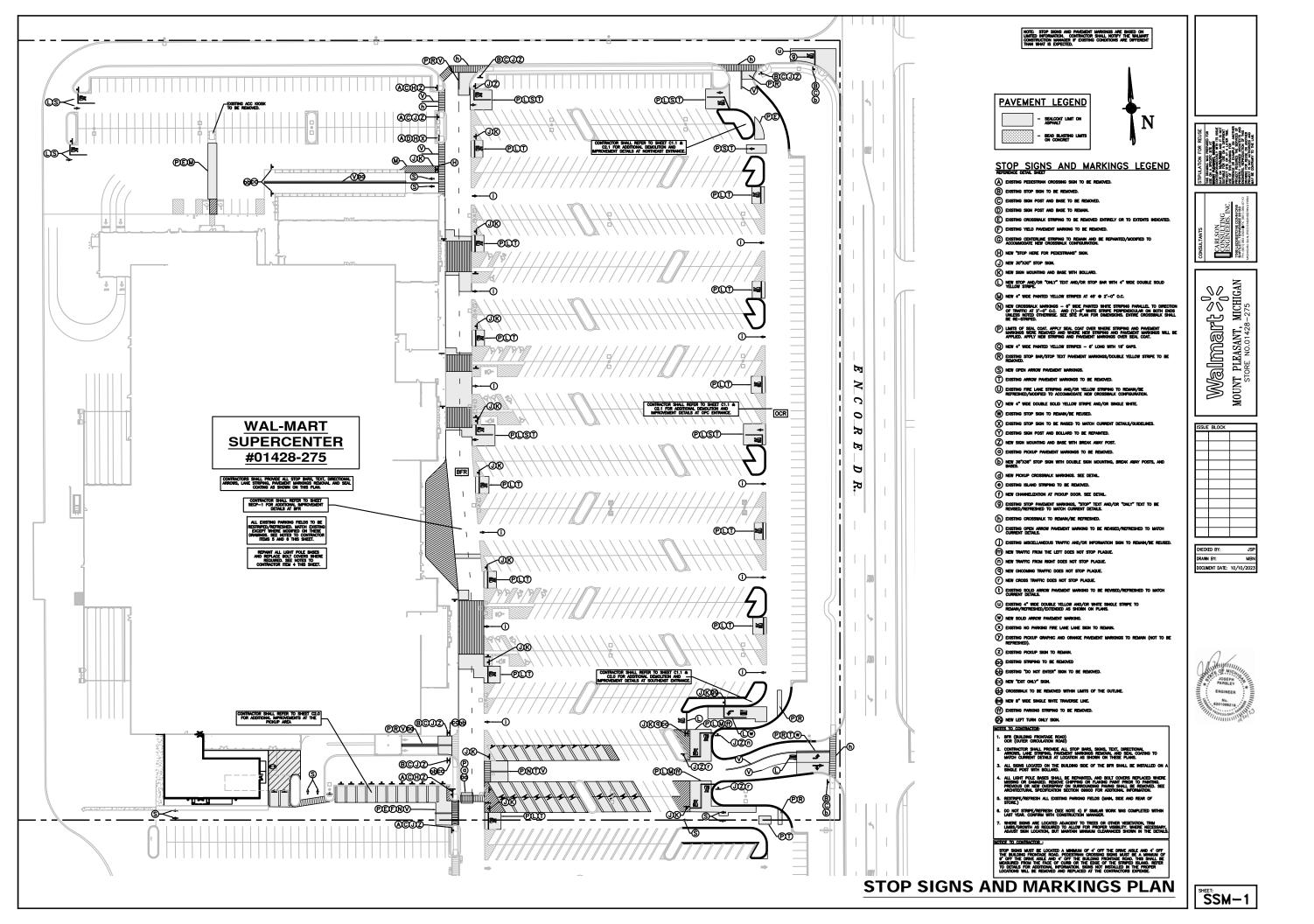
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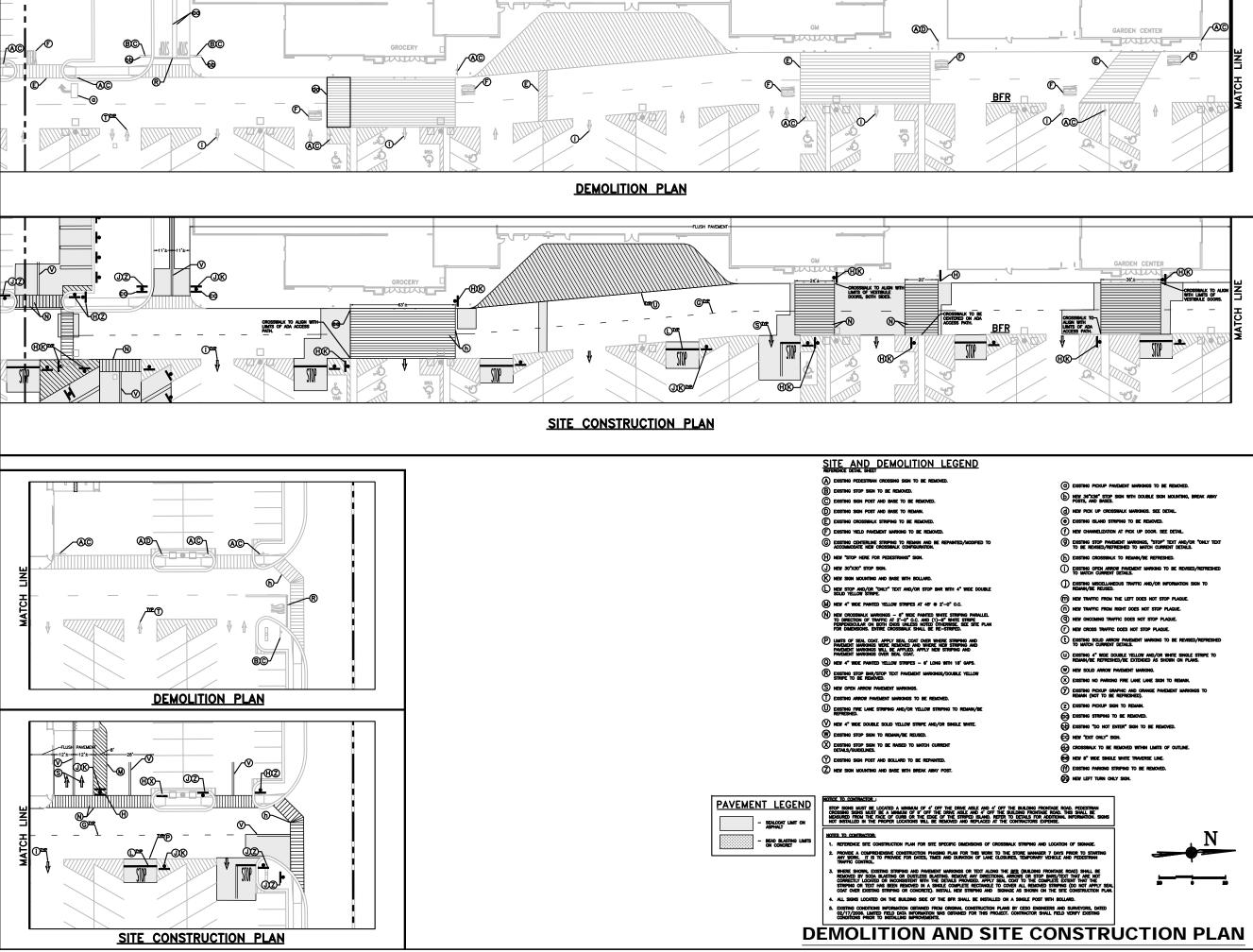










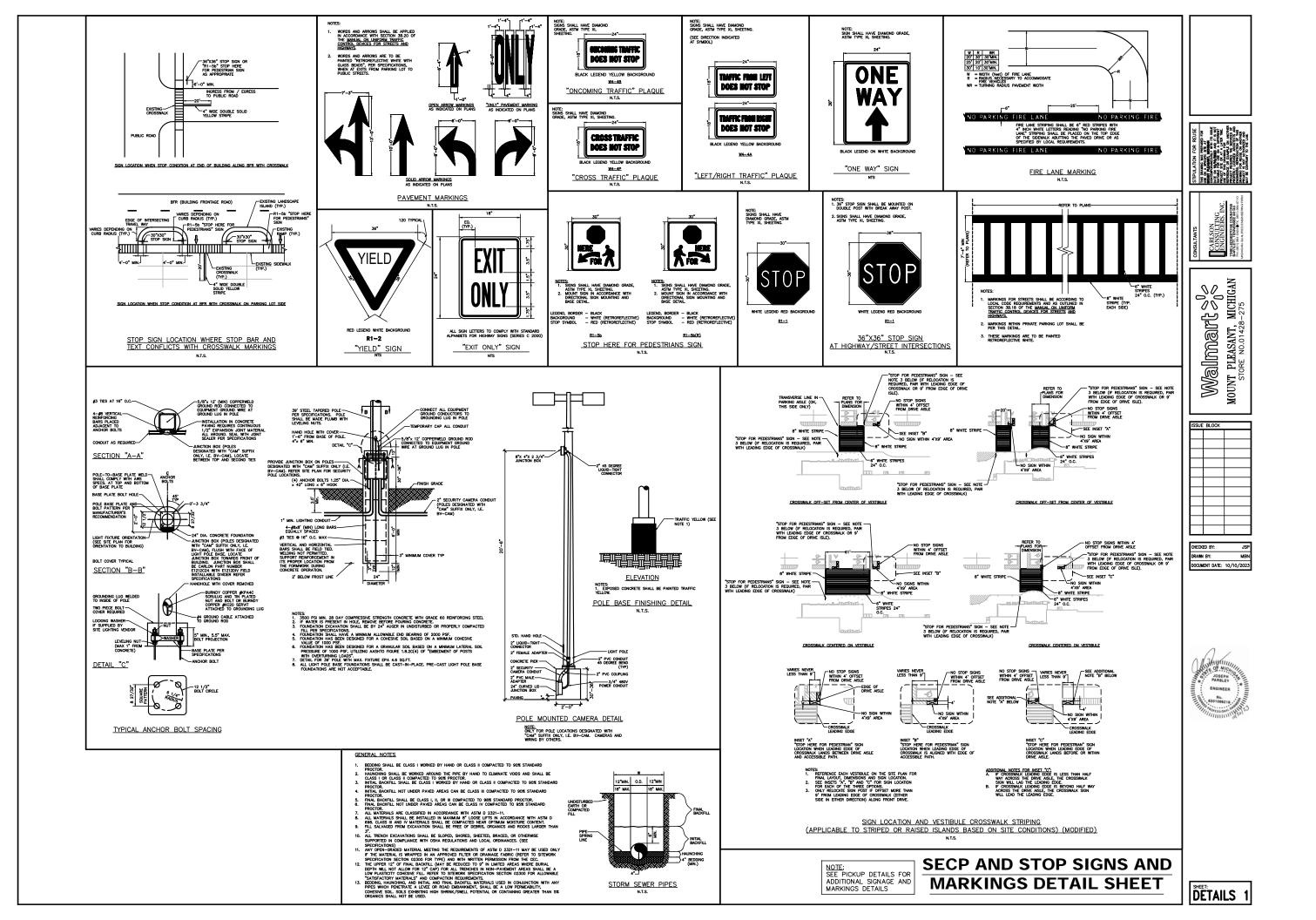


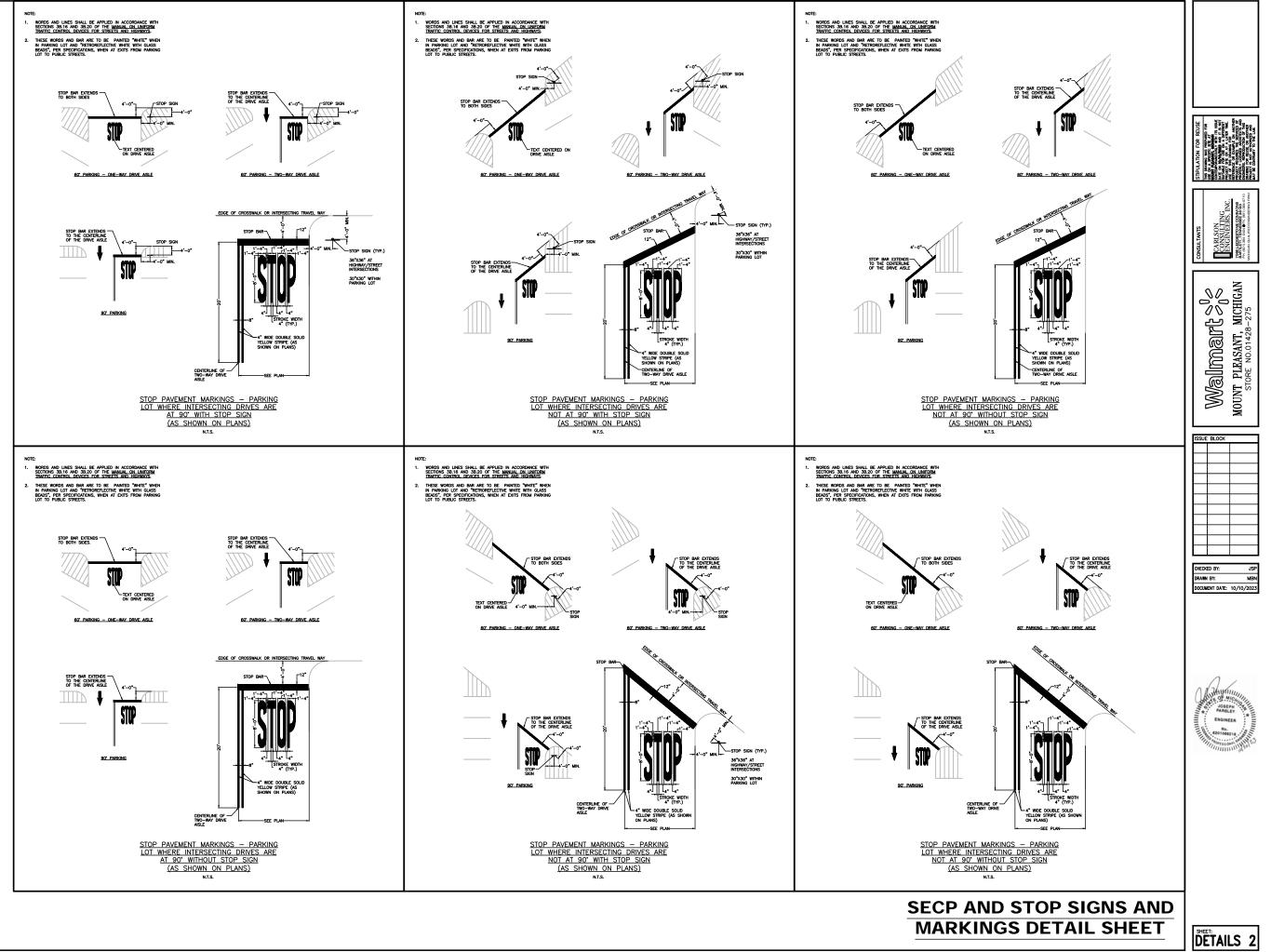


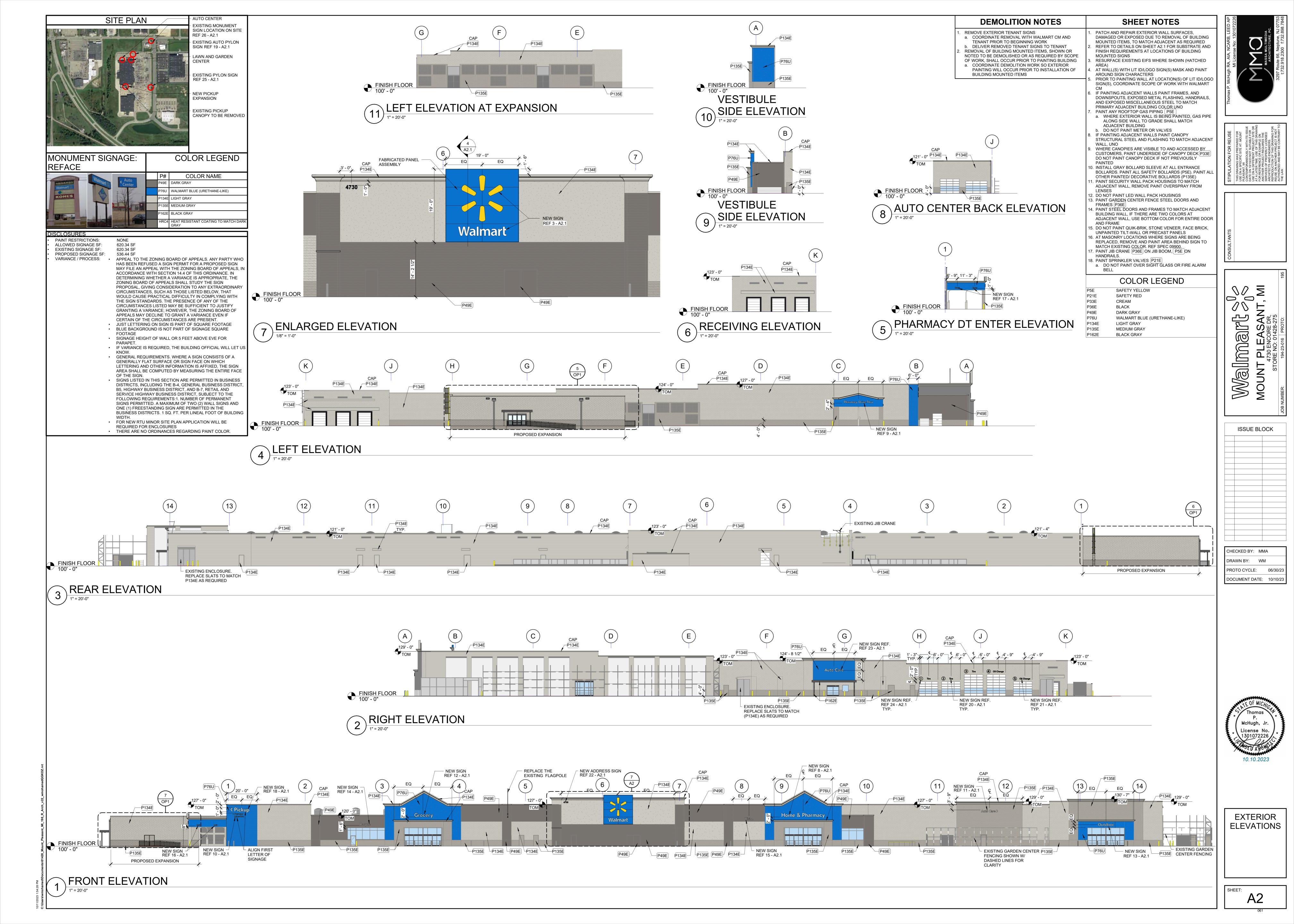


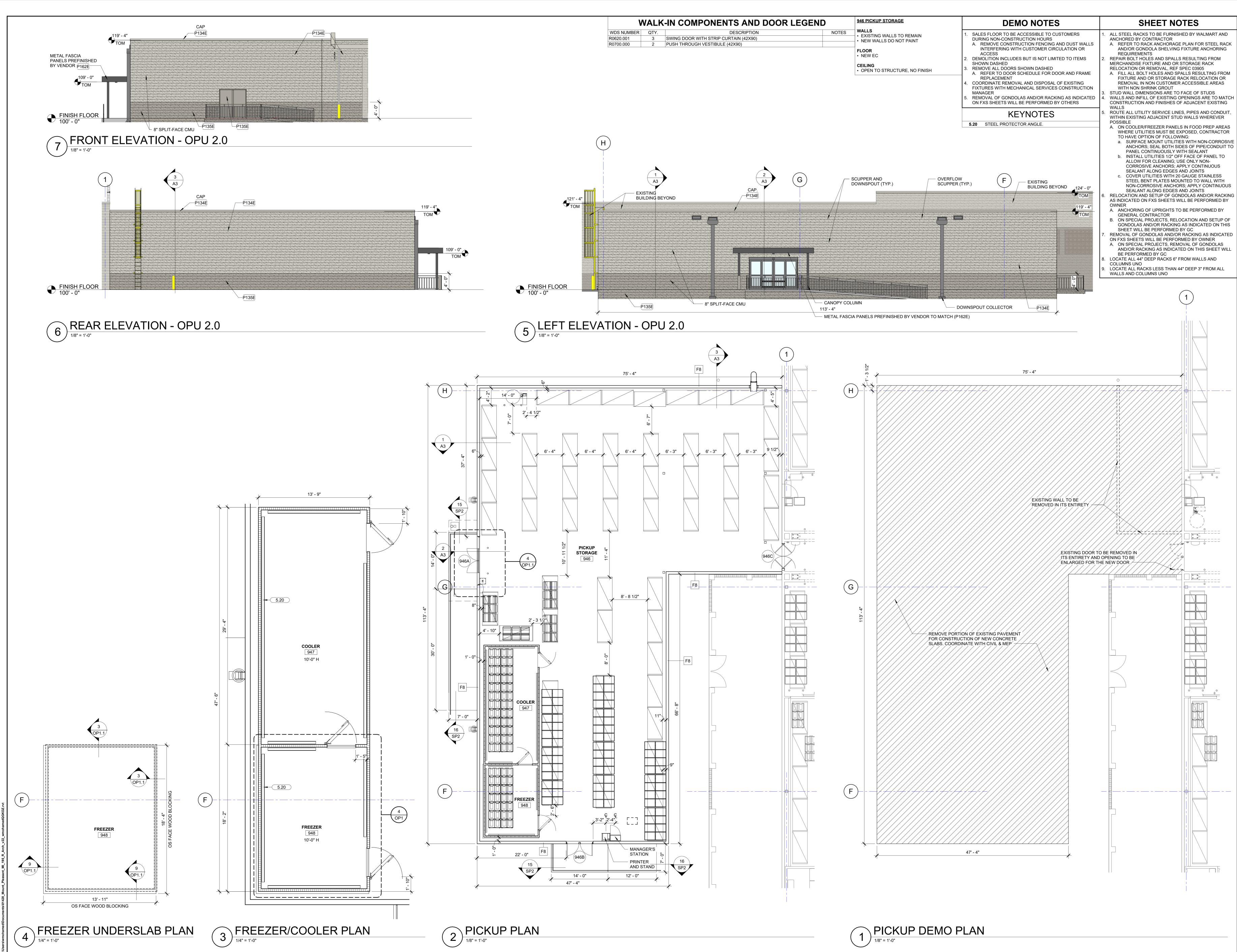


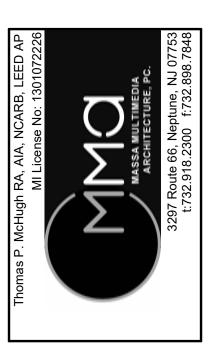
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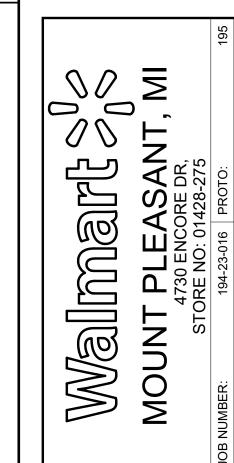






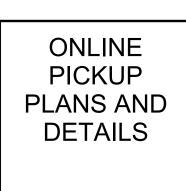
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2010 S. Lincoln Rd. Mt. Pleasant, MI 48858 989-772-4600 ext. 241

PRELIMINARY SITE PLAN REPORT

TO: Planning Commission

DATE: November 8, 2023

- FROM: Rodney C. Nanney, AICP Community and Economic Development Director
- **PROJECT:** PRESPR23-04 Preliminary Site Plan approval Proposed 6,672 square-foot expansion of the Walmart building to add a new pick-up service area along with associated parking lot and ingress/egress improvements to the site.

ZONING:

- PARCEL(S): PID 14-026-30-001-06
- OWNER(S): Walmart

LOCATION: Approx. 20.4 acres located at 4730 Encore Blvd. in the SW 1/4 of Section 26.

EXISTING USE: retail store

ADJACENT ZONING: B-5

B-5, Highway Business District

FUTURE LAND USE DESIGNATION: *Bluegrass Service District*: While currently more auto-centric, this area has the potential to transition into a more walkable, vibrant center. Future uses should be integrated to include multi-story, mixed-use buildings; first floor retail and office uses; public use and spaces; entertainment and restaurant venues; and additional attached housing types such as townhouses. Both vehicular and pedestrian cross connections should be promoted between sites, providing for future connections through easements, and should collectively promote a vibrant, livable center to the neighboring university population.

ACTION: To review and act on the PRESPR23-04 preliminary site plan dated 10/10/2023 for a 6.672 square-foot expansion of the Walmart building to add a new pick-up service area along with associated parking lot and ingress/egress improvements to the site located at 4730 Encore Blvd. in the SW 1/4 of Section 26 and in the B-5 (Highway Business) District.

Site Plan Approval Process

Per Section 14.2.C. of the Zoning Ordinance, both preliminary site plan approval and final site plan approval are required for this project. Per Section 14.2.J., 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." 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.

Background Information

The "Union Commons" development along Encore Blvd. began in the mid 2000's. Before that time, Walmart was located at the Indian Hills Plaza to the west. Walmart began designating an area to the south of their existing building for online order pick-up in the latter part of last decade. Due to the popularity of this online pick-up service, Walmart has proposed a building expansion with new dedicated spaces for Walmart pick-up orders.

As part of the new Sam's Club filling station project to the south, new sidewalks were very recently completed along the west side of Encore Blvd., including the Walmart frontage. This will help to fill a need for safer pedestrian connectivity in the area, which sees a significant amount of pedestrian activity.

As part of this current project, longstanding safety deficiencies related to vehicle turning movement conflicts around the north and south entrances into the Walmart parking lot are proposed to be addressed by the applicant.

Standards for Alterations to a Nonconforming Site (Section 12.5)

The Walmart development is a "nonconforming site" as defined in the Zoning Ordinance because it was developed prior to adoption of the current Ordinance's site development standards and does not fully conform to those standards.

Section 12.5 (Nonconforming Sites) prioritizes required improvements to such sites, which may be improved or modified without a complete upgrade of all site elements, subject to compliance the following conditions (listed below in bold with staff comments following):

- A. A nonconforming site shall not be improved or modified in a manner that increases its nonconformity. The proposed improvements conform to this standard.
- B. The proposed site improvements shall address public health, safety, and welfare by resolving public safety deficiencies and pedestrian/vehicle conflicts and improving emergency access. The proposed scope of improvements includes significant changes needed to improve safety around the north and south vehicle entrances into the Walmart parking lot. The recently constructed sidewalks are also a safety improvement.
- C. The site plan shall also include improvements in at least three (3) of the ten (10) broad categories listed in Section 12.5.C. The proposed site plan more than satisfies this standard, with improvements in at least three (3) of the categories as noted below:
 - **2. Pedestrian access improvements.** The recently constructed sidewalks provide improved connectivity for pedestrian access.
 - **3.** Vehicular access and circulation improvements. In addition to the entrance improvements, the parking lot layout will be restriped and adjusted around the perimeter to improve access and circulation.
 - **4. Building design or exterior facade improvements.** The south side of the existing building will be improved with the proposed building addition.

Preliminary 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). With the exception of details noted elsewhere in this report that could be addressed by the applicant on the final site plan for this project, the site plan can conform to the minimum Section 14.2.P. information requirements for a preliminary site plan. CAN CONFORM
- 2. Section 8 (Environmental Performance Standards). The hazardous substance reporting form and EGLE permit checklist form are not included in the application materials. These forms are typically turned in with the preliminary plans but will need to be completed for final site plan approval. CAN CONFORM
- 3. Section 9 (Off-Street Parking...). The plan uses the correct parking formula of 1 space required per 275 SF of UFA. This would require 648 total parking spaces. The current site has 1,040 spaces. The proposed new number is 956 total spaces. The width of the new parking spaces in the pick-up area are 10-feet and the length of the 90-degree parking proposed is 19-feet, which conforms to or exceed minimum Ordinance standards. However, the parking length for the 60-degree parking is 18-feet when a slightly longer 18.2-foot minimum is required.

Per Section 9.1.C.5., at least one (1) Open Short-Term Bicycle Parking space is required for this 6,672 SF expansion, which will need to be shown the final site plan in a highly visible and accessible area at least three (3) feet from adjacent walls, poles, landscaping, street furniture, drive aisles, and primary pedestrian routes and at least 6 feet from vehicle parking spaces. A space that would work is the area north of the Pharmacy drive thru. The following details will need to be provided on the final site plan:

Add the required bicycle parking facility for the addition to the final site plan.

□ Correct the 60-degree parking to a minimum length of 18.2-feet. CAN CONFORM

- 4. Section 9.5 (Off-Street Loading). The existing Walmart building has a substantial loading area that conforms to Ordinance standards. Any building expansion from 5 19,000 square feet requires a loading area. The area needs to be a minimum of 10 feet wide, 50 feet long, and have a 15-foot clearance. The Planning Commission may modify these requirements upon making the determination that another standard would be more appropriate because of the number or type of deliveries experienced by a particular business or use. The following details will need to be provided on the final site plan:
 - □ Staff would have no objection to the applicant labeling and defining the proposed pick-up parking spaces as the loading area for this building addition. A note would need to also be included on the same plan sheet requesting to modify the loading area dimensional requirement, if needed. **CAN CONFORM**
- 5. Section 7.10 (Sidewalks and Pathways). As part of the Sam's Club filling station project a sidewalk along Encore Blvd was constructed. **CONFORMS**

Additional Comments - Looking Ahead to the Final Site Plan

6. Stormwater management. The Walmart site is served by the Union Commons regional stormwater management system that drains to a pond at the south end of Encore Blvd. Staff observed that the proposed building addition and scope of proposed site improvements would appear to result in a slight decrease in the overall impervious surface area on the site. If confirmed, the requirements of the Township's Stormwater Management Ordinance for additional improvements would not apply. <u>The following details will need to be provided on the final site plan</u>:

□ Calculations for existing and proposed impervious surface areas and the net change.

- 7. **Section 8.2 (Exterior Lighting).** No new exterior lighting is shown on the plan. Any new fixtures, including building-mounted lighting, must conform to Section 8.2 standards.
- 8. **Outside agency approvals.** The applicant is responsible for obtaining all necessary outside agencies permits or approvals prior to submittal of a final site plan application, including Isabella County Transportation Commission, Township Public Services, Isabella County Road Commission, and Mt. Pleasant Fire Department.

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 cer - tain in accordance with Section 14.2.H. of the Zoning Ordinance.

Key Findings

- The scope of proposed improvements is consistent with the provisions of Section 12.5 (Nonconforming Sites).
- With the exception of some details that can be addressed on the final site plan, the plan conforms to Section 14.2.P. (Required Site Plan Information) and Section 14.2.S. (Standards for Site Plan Approval) for a preliminary site plan.

Recommendations

Based on the above findings, I recommend approval of the PRESPR23-04 preliminary site plan application as presented.

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

Respectfully submitted,

Rodney C. Nanney, AICP – Community and Economic Development Director

<u>Draft Motions</u>: PRESPR 23-04 Preliminary Site Plan Review Application Walmart Building Addition

MOTION TO APPROVE THE PRELIMINARY SITE PLAN AS PRESENTED:

Motion by ______, supported by ______, to <u>approve</u> the PRESPR23-04 preliminary site plan dated October 10, 2023 for a 6.672 square-foot expansion of the Walmart building to add a new pick-up service area along with associated parking lot and ingress/egress improvements to the site located at 4730 Encore Blvd. in the southwest quarter of Section 26 and in the B-5 (Highway Business) zoning district, finding that the site plan fully complies with the 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).

MOTION TO APPROVE THE PRELIMINARY SITE PLAN WITH CONDITIONS:

Motion by ______, supported by ______, to <u>approve</u> the PRESPR23-04 preliminary site plan dated October 10, 2023 for a 6.672 square-foot expansion of the Walmart building to add a new pick-up service area along with associated parking lot and ingress/egress improvements to the site located at 4730 Encore Blvd. in the southwest quarter of Section 26 and in the B-5 (Highway Business) zoning district, finding that the site plan can comply with the 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), <u>subject to the following condition(s)</u>:

MOTION TO POSTPONE ACTION:

Motion by	, supported by	, to
postpone ac	tion on the PRESPR23-04 preliminary site plan dated October 10, 2023 for a	6.672
square-foot	expansion of the Walmart building at 4730 Encore Blvd. until	
, 202	for the following reasons:	

MOTION TO DENY:

Motion by ______, supported by ______, to <u>deny</u> the PRESPR23-04 preliminary site plan dated October 10, 2023 for a 6.672 square-foot expansion of the Walmart building to add a new pick-up service area along with associated parking lot and ingress/egress improvements to the site located at 4730 Encore Blvd. in the southwest quarter of Section 26 and in the B-5 (Highway Business) zoning district, finding that the 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), <u>for the following reasons</u>:



EXTENSION OF FINAL SITE PLAN APPROVAL REPORT

то:	Planning Commission	DATE:	November 2, 2023	
FROM:	Rodney C. Nanney, AICP Community and Economic Development Director	ZONING:	B-5 Highway Business District	
PROJECT:	PSPR22-04 Krist Oil Filling Station – Extension of Final Site Plan Approval, 4972 E. Pickard Rd. (M-20).			
PARCEL(S):	PID 14-014-20-041-01			
OWNER(S):	KSK Inc.			
LOCATION:	3.345 acres at the SW corner of E. Pickard Road and S. Isabella Road in the NE 1/4 of Section 14.			
ACTION REQUESTED: To approve a 365 calendar day extension to October 15, 2024 for the approved PSPR22-04 final site plan for the new Krist Oil Filling station at 4972 E. Pickard Road (PID 14-014-20-041-01).				

Status of the Special Use Permit for this Project

A special use permit for a filling station on this site was approved in 2021. The approved special use permit does not expire.

Status of the Final Site Plan Approval

Per Section 14.02.Q.2. (Expiration and Extension of Site Plan Approval), "A final site plan shall expire and be of no effect <u>unless construction has begun on the property and is diligently pursued</u> in conformance with the approved final site plan within 545 calendar days of the final site plan approval.

On 4/19/2022, the Planning Commission approved the PSPR22-04 final site plan for the new Krist Oil Filling station subject to several conditions that were subsequently satisfied by the developer. Initial site work was completed, including demolition of existing structures and burying of the new underground fuel storage tanks in accordance with state permits. A building permit was also issued by the Township for the new construction, but no above-ground construction has taken place.

The delay in starting this project is primarily due to the reconstruction of E. Pickard Rd. (M-20) by the Michigan Department of Transportation (MDOT). The subject lot has been used during this construction project for temporary parking of equipment on a number of occasions, and the scope of work and lane closures created logistical challenges for the Krist Oil construction. With the completion of the M-20 reconstruction, the company now plans to start construction of the new filling station in the Spring of 2024.

Extension of Final Site Plan Approval Comments

Per Section 14.02.Q.3. (Expiration and Extension of 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...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.

The following review comments are based on these provisions for granting of an extension of site plan approval:

1. Written request and showing of good cause by the applicant. The applicant has provided a letter dated November 2, 2023 making this request for an extension. Please note that the 7/12/2024 date listed in the letter is incorrect (it appears to be based on the original date listed on the final site plan rather than the date of Planning Commission approval). The correct date of a 365-day extension would be 10/15/2024.

Although the letter does not list any reasons for the extension, staff would recommend that the Planning Commission consider the Background Information provided in this report about the M-20 reconstruction project when considering whether or not there is good cause for this extension.

Staff has no objection to Planning Commission approval of the requested extension.

- 2. Site conditions have not changed in a way that would affect the character, design or use of the site. There have been no changes in the conditions of the site or adjacent roads that would adversely impact the approved site design or intended filling station use. The M-20 road improvements were specifically designed and constructed by MDOT to coordinate with the approved Krist Oil final site plan.
- 3. Approved (final) site plan remains in conformance with applicable provisions of (the **Zoning) Ordinance.** The approved final site plan for the Krist Oil Filling Station remains in full conformance with all applicable Zoning Ordinance requirements and standards.

Recommendations

Based on the above findings, I would ask that the Planning Commission consider taking action by motion to approve a 365 calendar day extension to October 15, 2024 for the approved PSPR22-04 final site plan for the new Krist Oil Filling station at 4972 East Pickard Road (PID 14-014-20-041-01), finding that the provisions of Section 14.02.Q.3. for an extension have been satisfied.

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

Respectfully submitted,

Rodney C. Nanney, AICP Community and Economic Development Director



November 2, 2023

Mr. Rodney Nanney, Community & Economic Development Director City of Mount Pleasant 2010 S. Lincoln Mt. Pleasant, MI 48858

Permit Extension 4972 E Pickard Rd on Behalf of Krist Oil Company and KSK (Permit Number: PB230003)

Dear Mr. Nanney:

Construction of the Krist Oil Food Mart was delayed due to MDOT road construction. KSK intends to begin construction during the spring of 2024. There are no proposed changes to the site plan. We hereby request that the City approves a formal extension of the site plan review and building permit for 365 calendar days (July 12th, 2024).

If you have any questions, comments, or require additional information, please do not hesitate to contact Craig at 906.284.3903 or <u>crichardson@wickwiresolutions.com</u>.

Sincerely,

WICKWIRE, P.C.

Craig Richardson, P.E. President Logan Schmutzler, Project Engineer

Cc: WW File 23029-1015

 $C:\WICKWIRE\ P.C.\ -\ General\Clients\Krist_Oil\1015_Mt_Pleasant_1\Eng\Permits.Approvals$