

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

A regular meeting of the Charter Township of Union Planning Commission was held on January 16, 2024, at 7:00 p.m. at the Union Township Hall.

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

**Roll Call**

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

**Others Present**

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

**Approval of Agenda**

**LaBelle** moved **Gross** supported to approve the agenda as presented. **Vote: Ayes: 8. Nays: 0. Motion Carried**

**Approval of Minutes**

**LaBelle** moved **Shingles** supported to approve the regular meeting minutes from December 19, 2023, with an amendment to correct a misspelled name. **Vote: Ayes: 8. Nays: 0. Motion carried.**

**Correspondence / Reports/ Presentations**

- A. Board of Trustees updates by Thering – updated that the Board of Trustees accepted the 2023 Planning Commission Report.
- B. ZBA updates by Buckley – No updates were given.
- C. Community and Economic Development Monthly Report
- D. Other Reports – Commissioner Albrecht announced she will not be renewing her term for the Planning Commission in February because of other obligations.

**Public Comment**

Open 7:07 p.m.

No comments were offered.

Closed 7:08 p.m.

**New Business**

- A. **PRESPR23-03 Preliminary Site Plan Application for Valvoline Instant Oil Change Shop on the south side of E Bluegrass Rd. west of Encore Blvd.**
  - a. Introduction by staff
  - b. Updates from the applicant
  - c. Commission review of the site plan
  - d. Commission deliberations and action (approval, denial, approval with conditions, or postpone action)

Rodney Nanney, Community & Economic Development Director, introduced the preliminary site plan for the Valvoline Instant Oil Change facility to be located at the southwest corner of E. Bluegrass Rd. and Encore Blvd. Nanney pointed out that the existing parcel is approximately 232 feet in width of which 116

feet will be used for the proposed facility. Nanney proposed a few recommendations for the developer to help maximize the development of potential of the parcel.

Robin Peck, Valvoline Pre-Construction Project Manager and Andrew Bell, Managing Director of Lormax Stern, were available for questions. Ms. Peck presented solutions to satisfy making efficient use of the parcel. Mr. Bell assured the commissioners that they were adjusting plans to accommodate Nanney's recommendations.

Discussion by the commissioners.

**Lapp** moved **Buckley** supported to approve the PRESR23-03 preliminary site plan dated December 15, 2023 for a 3,334 square-foot Valvoline Instant Oil Change facility with two bays on the south side of E. Bluegrass Road west of 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), subject to the following conditions

1. To make the most efficient use of the lot possible, it is the determination of the Planning Commission to require that the proposed Valvoline building location be adjusted forward to directly abut the private "building setback" easement line depicted on the ALTA survey.

**Roll Call Vote: Ayes: Albrecht, Buckley, Gross, LaBelle, Lapp, Shingles, Squatrito, and Thering. Nays: 0. Motion carried.**

**B. PSUP23-01 Special Use Permit Application from Brent Curtiss for a Short-Term Rental at 5339 E. Broadway Rd.**

- a. Introduction by staff
- b. Presentation by the applicant
- c. Commission questions
- d. Commission deliberation and action to set a public hearing date

Peter Gallinat, Zoning Administrator, introduced the PSUP 23-01 special use permit application for a proposed short term rental located at 5339 E. Broadway Road. In October, staff became aware that the residential building was being used for a short term rental through Air BNB. The owner was notified that this type of use would need to have a rental certification and a special permit approval to continue. Township staff are suggesting to set a formal public hearing for the special use permit.

Discussion by the commissioners.

**Lapp** moved **Gross** supported to set a public hearing for February 20, 2024 for a special use application PSUP23-01 for a short-term rental housing located at 5339 E. Broadway Rd. **Roll Call Vote: Ayes: Albrecht, Buckley, Gross, LaBelle, Lapp, Shingles, Squatrito, and Thering. Nays: 0. Motion carried.**

**Other Business**

**A. Continuation of a Process to Update the Master Plan and Parks & Recreation Plan**

- a. Updates from staff
- b. Discussion by the Commissioners

Rodney Nanney, Community & Economic Development Director presented preliminary data on the Township survey data and analysis received by Dr. Mary Senter of Central Michigan University.

Discussion by the commissioners.

**Extended Public Comments**

Open: 8:28 p.m.

No comments were offered.

Closed 8:28 p.m.

**Final Board Comment**

Chair Squatrito – reminded commissioners that there will be training opportunities in March through the Michigan Association of Planning. Contact Peter if interested in registering.

**Adjournment** – Chair Squatrito adjourned the meeting at 8:31 p.m.

**APPROVED BY:**

*(Recorded by Tera Green)*

---

Doug LaBelle – Secretary  
Tera Albrecht – Vice Secretary