

CHARTER TOWNSHIP OF UNION
Planning Commission
Regular Meeting Minutes

A regular meeting of the Charter Township of Union Planning Commission was held on February 20, 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, Lapp, McDonald, Shingles, Squattrito, and Thering
Excused: LaBelle

Others Present

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

Approval of Agenda

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

Approval of Minutes

Shingles moved Thering supported to approve the regular meeting minutes from January 16, 2024, 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 – 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 7:14 p.m.

No comments were offered.

Closed 7:14 p.m.

New Business

- A. PSUP23-01 Short-Term Rental Housing Special Use Application for 5339 E. Broadway Road**
 - a. Introduction by staff
 - b. Updates from the applicant
 - c. Public hearing
 - d. Commission review of the special use permit application and any public comments
 - e. Commission deliberations and action (approval, denial, approval with conditions, or postpone action)

Rodney Nanney, Community & Economic Development Director introduced the PSUP23-01 Special Use Permit for a short-term rental located at 5339 E. Broadway Rd. Based on the findings, staff recommends approval of the proposed special use permit and associated request for temporary relief from sidewalk construction, provided that the wording of the request is updated on the minor site plan to match Criteria #4.

Applicant Brent Curtiss was available for questions.

Public Hearing

Open: 7:25 p.m.

No comments were offered.

Closed: 7:27 p.m.

Discussion by the commissioners.

Buckley moved **Gross** supported to approve the PSUP23-01 special use application for a short-term rental located at 5339 E. Broadway Road (parcel number 14-013-10-032-03) in the northwest quarter of Section 13 and in the R-2B (One and Two Family, Medium Residential) zoning district, finding that it can comply with Section 6.58 (Short-Term Rental Housing) and Section 14.3.J (Standards for Special Use Approval), subject to the following conditions:

- 1 The short-term rental use shall be operated and maintained in full compliance with the Housing Licensing Code Ordinance and Section 6.587 (Short-Term Rental Housing) of the Zoning Ordinance, including requirements for annual rental certification and administrative Zoning Permit approvals, notification to the Zoning Administrator of updated owner and local agent contact information within 24 hours of a change, and proper payment of all applicable Michigan Sales or use taxes.
- 2 The associated request for temporary relief from sidewalk construction along the E. Broadway Rd. frontage of the subject parcel is approved with a finding that it is consistent with Criteria #4 of the Township's 2018 Sidewalk Relief Policy, provided that the wording of the request is updated on the minor site plan to match Criteria #4.

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

B. PFINAL24-01 Final Site Plan for Walmart Grocery Pick-Up Services Expansion and Parking Lot Site Improvements

- 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)

Rodney Nanney, Community and Economic Development Director introduced the PFINALSPR 24-01 Final Site Plan Review finding that the scope of proposed improvements is consistent with the provisions of Section 12.5 (Nonconforming Sites) and 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. The staff recommends approval of the final sit plan with a handwritten engineer's revision date of 1/17/2024, as presented.

Discussion by the commissioners.

McDonald moved **Shingles** supported to approve the PFINALSPR24-01 final site plan with a handwritten engineer's revision date of January 17, 2024 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 final site plan approval, include Sections 14.2.P (Required Site Plan Information) and

14.2.S (Standards for Site Plan Approval). Roll Call Vote: Ayes: Albrecht, Buckley, Gross, Lapp, McDonald, Shingles, Squatrito, and Thering. Nays: 0. Motion carried.

C. Discussion of accomplishments, projects, desired outcomes, and other topics of discussion to share with the Board of Trustees during the 4/17/2024 Annual Joint Meeting

Rodney Nanney, Community & Economic Development Director introduced the topic and Commissioner Thering started the discussion asking for input from commissioners on subjects to address with the Board of Trustees at the Annual Board meeting on April 17th. Initial discussion held, with item to be included on the March agenda for further discussion.

Extended Public Comments

Open: 8:00 p.m.

No comments were offered.

Closed 8:01 p.m.

Final Board Comment

Chair Squatrito – Inquired on the Planning Commission March Agenda.

In response to a question, Mr. Nanney gave background information on the Petro Plaza property that is vacant and currently for sale, and suggested that the Commissioners invite the landowner to give a presentation at the March meeting on possible proposals to rezone the property or amend the Zoning Ordinance to expand provisions for offices in the I-2 District from an accessory use to a principal permitted or special use.

Adjournment – Chair Squatrito adjourned the meeting at 8:20 p.m.

APPROVED BY:

(Recorded by Tera Green)

Doug LaBelle – Secretary

Tera Albrecht – Vice Secretary