

Planning Commission Regular Meeting March 15, 2016 7:00 p.m.

- 1. CALL MEETING TO ORDER
- 2. PLEDGE OF ALLEGIANCE
- 3. ROLL CALL
- 4. APPROVAL OF FEBRUARY 16, 2016 MINUTES
- 5. CORRESPONDENCE / BOARD REPORTS
 - Board of Trustees Summary Reports
 - ZBA Summary Reports
- 6. APPROVAL OF AGENDA
- 7. Public Comment: Restricted to (3) minutes regarding issues not on this agenda
- 8. New Business
 - A) SPR 2016-03
 2420-2430 Broomfield Rd.
 - B) Lighting Ordinance Proposal.
- 9. Old Business
 - A) RFP Master Plan and Zoning
- 10. Other Business
- 11. Extended Public Comment
- 12. ADJOURNMENT



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

March 11, 2016

- A) Our first item is Site Plan Review 2016-03 for 2420-3430 Broomfield Rd. This is a site that we are revisiting from a previous project last year. Setbacks, parking, lighting and use are things to look for.
- B) I will have a simple proposal for the board to give input on at the meeting as well as other ideas

Old Business

I will have a draft for our RFP for the board to ok to be published at the meeting.

Township Planner

Peter Gallinat

CHARTER TOWNSHIP OF UNION Planning Commission Regular Meeting

A regular meeting of the Charter Township of Union Planning Commission was held on February 16, 2016 at the Township Hall.

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

Roll Call

Present: Squattrito, Strachan, Zerbe, McGuirk, LaBelle, Robinette, and Woerle

Excused: Mielke and Fuller

Others Present

Peter Gallinat, Township Planner; Margie Henry, Jennifer Loveberry

Approval of Minutes

McGuirk moved Strachan supported the approval of the January 19, 2016 meeting minutes as with corrections. Vote: Ayes: 7 Nays: 0. Motion carried.

Correspondence / Reports

Peter Gallinat, Township Planner stated that upcoming workshops and training by the Michigan Township Association coming up March 2016 at various locations

Approval of Agenda

McGuirk moved Robinette supported approval of the agenda with corrections. Vote: Ayes: 7 Nays 0. Motion carried.

<u>Public Comment</u> – No comments

New Business -

A. Mary Senter / CMU Township Survey Discussion

Mary Senter CARRS, presented to the Planning Commission updates to the survey, suggesting that the Planning Commission email comments and/or corrections to Peter Gallinat, Township Planner copying the group with all correspondence.

B. Roger Hammer Lighting Ordinance Discussion

Roger Hammer presented lighting presentation.

C. HOP 2016-01 - Home Occupation Permit

Location: 3446 S. Lincoln Rd.

Recusal -McGuirk removed himself from participation in the decision so as to avoid a conflict of interest.

Toto Budiyono, presented plans to conduct a landscaping business and office space at his home. All equipment will be kept in the work trailer and there will be no chemicals kept on the premises.

Woerle moved Strachan supported to approve HOP 2016-01 - Home Occupation Permit. Vote: Ayes: 6 Nays 0. Motion carried.

D. SPR 2016-01: Lux Family Properties (Expansion) Location: 2300 S. Lincoln Rd.

Pete Lorenz representing Lux Family Properties presented SPR 2016-01: Site Plan Review, Location: 2300 S. Lincoln Rd. adding an addition for assembly use to existing building to be used for after funeral dinners and rentals.

Discussion was held by the Planning Commissioners.

Zerbe moved LaBelle supported to recommend approval of SPR 2016-01with or without the bid alternate of 22ft building expansion as well as the following conditions of approval/review from all county and local units including Storm water management from the County Engineer, County Road Commission, Mt. Pleasant Fire Department, ICTC, Wellhead protection with Township Utilities and any others that may be pertinent. Vote: Ayes: 7 Nays 0. Motion carried.

E. SPR 2016-02 Malley Construction

Location: 1565 Park

Pete Lorenz representing Malley Construction presented SPR 2016-02: Site Plan Review, Location 1565 S. Park adding an addition to the existing building, a concrete slab for a fuel tank and dumpster.

Discussion was held by the Planning Commissioners.

LaBelle moved Woerle supported to approve SPR 2016-02: Site Plan Review, with the following conditions of approval/review from all county and local units including Storm water management from the County Engineer, County Road Commission, Mt. Pleasant Fire Department, ICTC, Wellhead protection with Township Utilities and any others that may be pertinent.. Vote: Ayes: 7 Nays 0. Motion carried.

F. Rosewood North I Condominium Amendment #3

Tim Beebe, CMS & D presented Rosewood North I Condominium Amendment #3 preliminary plan Robinette moved Woerle supported to recommend approval of Rosewood North I Condominium Amendment #3 to the Board of Trustees. Vote: Ayes: 7 Nays 0. Motion carried.

Old Business

Other Business

Gallinat updated the Commissioners that his plans are to consult with Mr. Newkirk, Interim Manager, and draft a RFP with an outside consultant for updating the Master Plan and Zoning.

Extended Public Comment open – 9:11 p.m.
Margie Henry – commented on down shield lighting
Adjournment - Chairman Squattrito adjourned the meeting at 9:16 p.m.
APPROVED BY:
Alex Fuller - Secretary
(Recorded by Jennifer Loveberry)

FILL OUT THE FOLLOWING

I.	This application is for (circle one) Preliminary Site Plan Review Final Site Plan Review
II.	App 1 i cant Name MCGUIRK MINI STORAGE INC
III.	Applicant Address
IV.	Applicant Phone 989-772-1309 Owner Phone 989-621-7540
V.	Applicant is (circle) Contractor Architect/Engineer Develope Land Owner skip V& VI) Other
VI.	Land Owner Name SAME AS ABOVE
VII.	Land Owner Address
VIII.	Project/Business Name BROOMFIELD PLAZA
IX.	Fill out check list that follows. You must check off that each item has been included in the drawing. If an item is not going to be included in the construction, note that in the comment area. For the first three items, check off if you have made the required submittals to other reviewing agencies.

SUBMITTALS TO OTHER AGENCIES	Off	
Storm water management plan approval prior to application. Reviewed by the County Engineer	⊘ ⊪	Copy of Union Township Storm Water Management Plan available upon request. Submit (2) copies of plan and calculations directly to the Isabella County Engineer, contact Bruce Rohrer at (989) 772 0911, ext. 231. Any review fees are additional.
All curb cuts, acceleration/deceleration lanes, additional drives, and other matters pertaining to roads to be approved by MDOT or Isabella County Road Commission prior to application.	/	MDOT (M 20, BR 127 sites) at (989) 773 7756. Contact Isabella County Road Commission (all other county roads) at (989) 773 7131. Submit (3) copies.
Mt. Pleasant Fire Dept.	V	Sgt Randy Keeler (989) 779-5122, (2) copies
Isabella Co Transportation Commission (ICTC)	V	Rick (989) 773 2913, (2) copies
WELLHEAD PROTECTION REPO	RTINO	G FORMS (Required for all Site Plans)
Hazardous Substances Reporting Form Part I and II		Kim Smith (989) 772-4600 ext 224
(Forms included in this packet)		ksmith@uniontownshipmi.com
PERMIT INFORMATION - DEQ Check List		
CITE DI AN DEGLIDEMENTO	100000	
SITE PLAN REQUIREMENTS	Of	Comments - (also indicate any features which will not be included in the development or are not applicable)
Name and Addresses of Property Owner Name and Address of Applicant	V	
Provide Construction Type (per Mi Building Code) and if sprinkled, (assume Type IVb, un-sprinkled if not provided)		

The date, north arrow and scale. The scale shall be not less than 1"= 20' for property under three (3)	~	
acres and not more than 1"=40' for property greater		
than three acres.		
All lot and/or property lines are to be shown and		
dimensioned,	 	
including building setback lines		
The location and dimensions of all existing and		
proposed:		
fire hydrants (within 400 feet of building)		
drives,sidewalks, (required)		
curb openings, acceleration/deceleration lanes,		
signs,exterior lighting on buildings and parking lots,		
parking areas (Including handicapped parking		
spaces, barrier-free building access, unloading		
areas).		
recreation areas,		
common use areas,		
areas to be conveyed for public use and purpose		
		
Elevation of building front, side, and back.		
Include Sign size, height, and design. Canopy		
heights extending over driveways accommodate		
Public Transportation		
Source of utilities. Public water and sewer approval		Note: Union Township policy is to issue sewer and water
by Union Township Utility Coordinator prior to		permits after application for a building permit.
application.		Applicant is advised to contact the utility department for availability prior to site plan review. The township does not
		coordinate other utility matters. Applicant to assure
		himself that site is suitable for septic systems,
		contact Central Michigan District Health Department
All dumpsters shall be screened from public view		
with an opaque fence or wall no less than six feet in		
height. Show location. (Note most refuse		
contractors require concrete pad to place dumpsters		
upon)		
The location and might of year width of 11 should	-	
The location and right-of-way width of all abutting	1	
roads, streets, alleys and easements.		
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A locational sketch drawn to scale giving the section number and the nearest crossroads.		
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The zoning of the subject property and the abutting properties.	
properties.	
The location, height and type of fences and walls.	
The location and detailed description of landscaping.	
The location and detailed description of landscaping.	
For multiple family and mobile home parks, contour intervals shall be shown (two foot intervals for average slopes ten percent and under and five foot intervals for slopes over ten percent). Topography, however, is encouraged to be shown on all site plans.	
The location of all existing and proposed structures on and within one hundred feet of the subject property's boundary.	
For apartments, provide a count of bedrooms per building and total count of bedrooms for the project.	
<u> </u>	
APPLICANT	COMMENTS

I submit the site plan and this application as a true representation of existing and proposed conditions. I agree to install all features as shown and to abide by conditions placed upon approval of this plan by the Union Township Planning Commission. False or inaccurate information placed upon this plan may be cause for revocation of any permits issued pursuant to site plan approval and / or removal of work installed. Any changes to the Site Plan now or in the future must be approved by the Union Township Planning Commission or Zoning Administrator. Approval of this plan shall not constitute the right to violate any provisions of the Union Township Zoning Ordinance 1991-5, or other applicable building or state codes and or laws.

Signature of Owner (if other than applicant)

Date

PLEASE PLACE OUR REVIEW ON THE March 15, 2016 (INSERT DATE)
PLANNING COMMISSION MEETING. An owners representative WILL WILL NOT attend. You will not receive a reminder of the scheduled meeting.

Township use SAR File # 2016 - 0 3	Review Comments
Fee Paid initial \$225 Yes	
Receipt # 70 478 Date received 2-29-16	
Place on the 3-15-16 Planning Com	
Planning Commission Decision	
10	

Union Charter Township Planning Commission Members 2010 South Lincoln Road Mt. Pleasant, Michigan 48858

Re: Re-Submittal – 2420 through 2430 Broomfield Road,

Site Plan Review - Union Township, Isabella County, Michigan.

Dear Members:

Please find attached to this letter the complete construction plan set that was completed for the entire Broomfield Road Project for McGuirk Mini Storage. The existing "red" building, being 2420 Broomfield Road, the existing "grey" building, being 2422 Broomfield Road and the proposed buildings, 2424, 2426, 2428 and 2430 Broomfield Road.

There seems to be a question as to whether the entire project or just the first phase was granted site plan approval. Your Zoning Administrator has requested that the plan be re-submitted and reviewed again to assure that the entire development plan has been granted site plan approval and thus, remove any doubt that may exist.

Prior to our re-submittal, we met with the Township's Zoning Administrator (TZA), regarding the Zoning District division lines between the B-4 Zone and the Residential Zone on both the East and West sides of the project. We were informed by the TZA that there was no change in the dimension of the division line, off the North Section line, that he had provided to us for our first submittal. Although this has been an item of controversy at many public meeting and has been falsely depicted as an error in our plan set, we want all the Members to understand that this is the information which was supplied by Township Staff and to their knowledge there has been no evidence presented to them that proves that the division line should be elsewhere.

Another item of controversy has been the setbacks which have been and still are shown on the plan set. "Setbacks", "Yards" or "Building Lines", as defined within the Ordinance and as referred to in Section 22.3(H) of the Ordinance are found within Section 29 of the Ordinance. Section 29, specifically states that the side and rear yard setbacks of the B-4 Zone are 20 feet and 25 feet, respectively. It also states that when adjacent to any Residential District that both are to be expanded to 40 feet. This is what has and still is shown on our plan set. The setbacks are and have been shown correctly.

Union Charter Township February 29, 2016 Page 2 of 2

Section 22.2(H), is considered a "Restriction, based on Use", not a setback.

Section 22.2 (H) is written in such a manner that it may be interpreted in at least two ways. Each would give totally different conclusions. First, as it has been discussed randomly at public meetings, the 100 feet has been assumed to be taken from the common property line between the B-4 Parcel and the Residential Parcel. However, if you are to read, exactly what is stated in this Section, the "... indoor commercial recreation when located at least one hundred (100) feet from any front, rear or side yard of any residential lot in any adjacent residential district.", does not state anything about a "property line" it specifically calls out for the neighboring lot's "Yard". This would seem to mean that the 100 feet would be from the residential lot's "yard" or "setback line" and the portion of the structure that houses the "indoor commercial recreational use". As setback lines vary from residential district to residential district (ex. R-1 Rear = 50' - R-2A Rear = 35'), each situation would need to be specifically determined. In addition to this, within the R-1 and AG Districts, the current use of the land needs to be taken into account when determining the setbacks of these two districts. If there is a use, other than a single family dwelling, the R-1 and AG setbacks are increased and thus would decrease the restriction on the B-4 Parcel.

To help address this item, we have placed a Developers Acknowledgement Note on the Site Plan sheet of the plan set which addresses Section 22.2(H). Additionally, the Owner/Developer acknowledges that should an "indoor commercial recreational use" be considered for one of the future buildings or portion thereof, that it would need to comply with this Section.

One last item of discussion is the required parking count. Section 10 of the Ordinance provides the information, based on use, for the required parking spaces. When any site plan is turned in for review, whether it is turned in for a known use, a proposed use or a generic speculative use, the parking counts are tabulated and a determination is made as to whether or not the plan meets the parking requirements. At any time, in the future, the use may change. This may be due to a new tenant, a sale of the property or any one of a dozen different reasons. At that time, the parking should again be reviewed to determine if the new use requires more or less parking spaces. In our case, we have a total of six buildings. Two of the six have existing tenants and thus parking counts can be computed for their *current use*. The remaining four buildings have had "speculative uses" shown. We have accounted for 10 percent of the building area as "office space", 24 percent of the building as "showroom space" and 66 percent of the building a "General Small Item Retail". We feel that this provides a conservative parking count for the balance of the project. As specific uses are presented to the Township for occupancy, revised parking counts should be computed by Township Staff as part of their overall review.

In closing, we believe that you will find that the plan set presented meets the requirements for site plan review and approval. Should you have any questions regarding the information provided, please call me at my office.

Respectfully Submitted,

Central Michigan Surveying & Development Company, Inc.

Timothy Bebee President 1504-044/Twp PC Submittal Letter 2-29-16



Attn: Sgt Randy Keeler Mt. Pleasant Fire Department 804 E. High Street Mount Pleasant MI 48858

Re: Broomfield Plaza Site Plan Review

Sgt. Keeler,

As per Union Township Planning Commission requirements, we have enclosed two (2) copies of the site plans submitted to the Township for site plan review of the above mentioned project.

Please review the drawings and provide comments as needed.

The Planning Commission meeting will be held on March 15, 2016.

If you have any questions please do not hesitate to call us at the office on (989) 775-0756.

Sincerely,

Central Michigan Surveying & Development Company Inc.

Shanee Thayer Office Manager

Slave Thazer



Attn: Rick Jakubiec Isabella County Drain Commission 200 North Main Mount Pleasant MI 48858

Re: Broomfield Plaza Site Plan Review

Rick,

As per Union Township Planning Commission requirements, we have enclosed two (2) copies of the site plans submitted to the Township for site plan review of the above mentioned project. We have enclosed the revised copies of the calculation sheets used for the sizing of the detention and Storm Water Approval Application that were reviewed with Bruce.

The Planning Commission meeting will be held on March 15, 2016. If you have any questions, please do not hesitate to call at the office on (989) 775-0756.

Sincerely,

Central Michigan Surveying & Development Company Inc.

Shanee Thayer
Office Manager



Attn: Rick Collins
Isabella County Transportation Commission
2100 E. Transportation Drive
Mount Pleasant MI 48858

Re: Broomfield Plaza Site Plan Review

Rick,

As per Union Township Planning Commission requirements, we have enclosed two (2) copies of the site plans submitted to the Township for site plan review of the above mentioned project. Please review the drawings and provide comments as needed.

The Planning Commission meeting will be held on March 15, 2016.

If you have any questions please do not hesitate to call us at the office on (989) 775-0756.

Sincerely,

Central Michigan Surveying & Development Company Inc.

Shanee Thayer
Office Manager



Attn: Pat Gaffney Isabella County Road Commission 2261 E. Remus Road Mount Pleasant MI 48858

Re: Broomfield Plaza Site Plan Review

Pat,

As per Union Township Planning Commission requirements, we have enclosed two (2) copies of the site plans submitted to the Township for site plan review of the above mentioned project. Please review the drawings and provide comments as needed.

The Planning Commission meeting will be held on March 15, 2016.

If you have and questions, please do not hesitate to call at the office on (989) 775-0756.

Sincerely,

Central Michigan Surveying & Development Company Inc.

Shanee Thayer



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

Union Township Site Plan Review

Friday March 4, 2016

Broomfield Plaza

2424 E Broomfield RD

Mt. Pleasant, MI 48858

A Site Plan Review was conducted on Friday March 4, 2016 and revealed the following requirements listed below.

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

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

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

Violation Code

1 PROPERTY Identification

2424 E. Broomfield Rd.

Broomfield Plaza

Job #1504-044

Site plan based on largest building on site - type IIIB construction See fire flow work sheet for required number and spacing of hydrants. Plan review is base on building type IIIB and less than 30' in height. Any additions or changes is the current proposed site plan, including construction type changes or fire suppression, site plan will require further review.

ACCESS AND WATER Road and Water Supply

Fire apparatus access roads and water supply for fire protection is required to be installed and made serviceable prior to and during construction in accordance with Chapter 5, Section 501.4 of the 2006 Edition of the International Fire Code.

ACCESS ROAD 150 FT Buildings within 150ft of Access Road

All portions of a building are required to be within 150 feet of an approved Fire Department access road, in accordance with Chapter 5, Section 503.1.1 of the 2006 Edition of the International Fire Code.

Site plan meets requirements.

Union Township Site Plan Review

ACCESS ROAD LOAD Designed and Maintained to Support the

All fire apparatus access roads shall be designed and maintained to support the imposed loads of fire apparatus and shall be surfaced so as to provide all-weather driving capabilities in accordance with Chapter 5, Sections 503.2.3 and 503.4 of the 2006 Edition of the International Fire Code.

ACCESS ROAD OBSTRUCTED Dimensions and Clearances

All fire apparatus access roads, including parking lots, shall have an unobstructed width of not less than 20 feet and an unobstructed vertical clearance of not less than 13 feet 6 inches in accordance with Chapter 5, Sections 503.2.1, 503.2.2, 503.3 and 503.4 of the 2006 Edition of the International Fire Code. Fire Prevention Ordinance 93.02(D)

Site plan meets requirements.

ACCESS ROAD W/HYDRANT Width of Road with a Fire Hydrant

Where a fire hydrant is located on a fire department apparatus access road, the minimum road width shall be 26 feet, in accordance with Appendix D, Section D103.1 of the 2006 Edition of the International Fire Code.

Site plan meets requirements.

ACCESS ROAD SIGNAGE Signage Requirements

All fire apparatus access roads shall be conspicuously posted with uniform "NO PARKING OR STANDING FIRE LANE" signs in keeping with the standard established in applicable law, or as prescribed by the fire code Official and erected on both sides of the fire apparatus access roads. Signs shall be erected no further than 100 feet apart in all areas designated as fire apparatus access roads. Signs shall be maintained in a clean and legible condition at all times and be replaced or repaired when necessary to provide adequate visibility, in accordance with Chapter 5, Section 503.3 of the 2006 Edition of the International Fire Code. Fire Prevention Ordinance 93.02(E)

DUMPSTERS Dumpster Locations

Dumpster's and containers with a capacity of 1.5 cubic yards or more shall not be stored in buildings or placed within 5 feet of combustible walls, openings or combustible roof eave lines in accordance with Chapter 3, Section 304, and 304.3.3 of the 2006 Edition of the International Fire Code.

BUILDING IDENTIFICATION Buildings Shall Have Address

Provide building identification numbers in accordance with Chapter 5, Sections 505.1 and 505.2 of the 2006 Edition of the International Fire Code.

Union Township Site Plan Review

HYDRANT CLEARANCE 3 ft Space Around Hydrants

A 3 foot clear space shall be maintained around the circumference of fire hydrants except as otherwise required or approved, in accordance with Chapter 5, Section 508.5.5 of the 2006 Edition of the International Fire Code.

HYDRANT DISTANCE Hydrant Locations from Buildings

NFPA 24 7.2.3 Hydrants shall be located not less than 40 ft (12m) from the buildings to be protected. Hydrants in parking areas or in any area in which they are exposed to potential damage should be protected by bollards on all sides. The bollards should not be closer than 4 ft (1.2m) to the protected hydrant. When located near a roadway, the hydrant should be placed within 6 ft (1.8m) of the pavement, unless the AHJ determines another location is more acceptable.

Site plan meets requirements.

HYDRANTS (6IN SIZE) 6 Inch Hydrant Length

All 6" fire hydrant leads shall not exceed 40' in length.

WATER SUPPLY (GPM) Capable of Supplying the Required Fire

Provide fire hydrants capable of supplying the required fire flow in accordance with Chapter 5, Section 508 of the 2006 Edition of the International Fire Code. The number and spacing of fire hydrants is based on the construction type and square footage of the building in accordance with Appendix B and C and tables B105.1 and 105.1 of the 2006 Edition of the International Fire Code. (Contact Fire Department to verify locations.)

Site plan meets requirements.

WATER SUPPLY (SPACING) Number and Spacing of Hydrants

Provide fire hydrant locations in accordance with Chapter 5, Section 508.5.1 of the 2006 Edition of the International Fire Code. The number and spacing of fire hydrants is based on the construction type and square footage of the building in accordance with Appendix B and C and tables B105.1 and C105.1 of the 2006 Edition of the International Fire Code.

Site plan meets requirements

HYDRANTS GUARDS Hydrants Subject to Impact

Where fire hydrants are subject to impact by a motor vehicle, guard posts or other approved means shall be provided in accordance with Chapter 5, Section 508.5.6 and with Section 312 of the 2006 Edition of the International Fire Code.

Union Township Site Plan Review

KNOX BOX Knox Box Requirements and Location

Provide a Knox Key Box near the front entrance of building in accordance with Chapter 5, Section 506.1, 506.1.1 and 506.2 of the 2006 Edition of the International Fire Code. (Go to Knox and search by fire department or zip code - select "Mt. Pleasant Fire Department" and place order for type of Knox box desired.)

Keeler, Randy Lieutenant Mount Pleasant Fire Department

FIRE HYDRANTS

Date: 3/4/16

Address: 2424 E. Broomfield

1. Building Construction Type: IIIB

2. Building Square Footage: 12,000 sq. ft.

3. Fire Flow Required: 2250gpm

4. Number of Fire Hydrants Required: 2 hydrants

5. Spacing allowed between fire hydrants: 450'

6. Maximum distance from any street or road frontage to a hydrant: 225'

7. Building sprinkled or non-sprinkled: Unknown

8. Distance from fire hydrant to the remote part of the building: 400'

9. Standpipes - Hydrant within 100' of FDC: N/A