

**CHARTER TOWNSHIP OF VAN BUREN
PLANNING COMMISSION
JUNE 28, 2017
MINUTES**

Chairperson Thompson called the meeting to order at 7:30 p.m.

ROLL CALL:

Present: Franzoi, Kelley, Atchinson, Budd and Thompson.

Excused: Boynton.

Staff: Director Akers and Secretary Harman.

Planning Representatives: None.

Audience: Two (2).

APPROVAL OF AGENDA:

Motion Kelley, Budd second to approve the agenda of June 28, 2017 as presented.

Motion Carried.

APPROVAL OF MINUTES:

Motion Franzoi, Atchinson second to approve the regular meeting minutes of June 14, 2017 as presented. Motion Carried.

NEW BUSINESS:

ITEM # 1 17-016 – FINAL SITE PLAN APPROVAL

TITLE: THE APPLICANT, BELLEVILLE YACHT CLUB, IS REQUESTING FINAL SITE PLAN APPROVAL TO BUILD AN ACCESSORY BUILDING AT THEIR FACILITY LOCATED AT 831 E. HURON RIVER DRIVE, VAN BUREN TOWNSHIP, MI 48111.

LOCATION: PARCEL NUMBER V125-83-088-99-0005-000 (831 E. HURON RIVER DRIVE). THE SITE IS APPROXIMATELY 3.980 ACRES. IT IS LOCATED IN THE R1-C, SINGLE FAMILY RESIDENTIAL DISTRICT. THIS SITE IS LOCATED ON THE NORTH SIDE OF HURON RIVER DRIVE BETWEEN EDGEMONT AND MARTINSVILLE ROAD.

Scott Jones of the Belleville Yacht Club (BYC) gave the presentation. The applicant has submitted updated drawings adding hand sinks, tree heights and pathway egress to the site plan. Mr. Jones was present to answer any questions.

Director Akers presented the staff review memo dated 6-10-17 recommending granting final site plan approval for the construction of a detached accessory building at 831 E. Huron River Drive based on the findings and conclusions in the staff report and subject to the following comments and conditions:

1. Approval shall be conditioned upon the applicant revising and resubmitting the site plan to satisfy the following deficiencies which shall be reviewed by Township staff to determine their compliance with the Township Zoning Ordinance:
 - a. The applicant will need to include the size of the proposed plantings in the frontage landscaping.
 - b. The height and materials of the dumpster enclosure will need to be added to the site plan.

- c. There needs to be a note on the site plan which states, "Paved surfaces, walkways, signs, lighting and other structures and surfaces shall be maintained in a safe, attractive condition as originally designed and constructed."
 - d. There needs to be a note on the site plan which states, "Owner agrees to seasonal maintenance program and will replace all diseased, dead or damage plants, replenish mulch, control weeds, fertilize and prune beginning upon completion of construction of landscaping."
2. The approval shall be conditioned upon the applicant obtaining approval from the Van Buren Township Fire Marshall.
 3. The Planning Commission approves the modified parking requirement as discussed in item 3 of the staff review memo.

Director Akers presented the Fire Department review letter dated 6-12-17 granting approval with following exceptions to be addressed prior to obtaining the certificate of occupancy: Identify what the kitchen will be used for, show life safety features and a Knox box for the tiki building.

Commissioners inquired what material would be used for the pathway. Mr. Jones informed the Commission that pavers would be used for the pathway. No comments from the audience.

Motion Kelley, Budd second to grant the Belleville Yacht Club final site plan approval to build an accessory building at their facility located at 831 E. Huron River Drive subject to the conditions in the Fire Department review letter dated 6-12-17, Planning Department review letter dated 6-10-17 and approve the maximum parking space exceedance. Motion Carried. (Letters Attached)

GENERAL DISCUSSION:

Director Akers informed Commissioners and the audience that the Planning Department has an intern for a couple months, his name is Chris Madigan. Mr. Madigan will be tasked with putting together an orientation packet for the Planning Commission and will be looking into the zoning ordinance research items that were addressed at previous meetings.

Motion Franzoi, Atchinson second to adjourn at 7:43 p.m. Motion Carried.

Respectfully submitted,

Christina Harman
Recording Secretary



Memo

DATE: June 10, 2017
TO: Planning Commission
FROM: Ron Akers, AICP – Director of Planning & Economic Development
RE: 17-016 Site Plan Review #2 for Belleville Yacht Club Accessory Building at 831 E. Huron River Drive

File Number: 17-016

Site Address: 831 E. Huron River Drive

Parcel Number: 125-83-088-99-0005-000

Parcel Size: 4.04 Acres

Location: E. Huron River Drive, East of Edgemont Street

Applicant: BYC, 831 E. Huron River Drive, Van Buren Township, MI 48111

Property Owner: Same as applicant.

Request: Applicant is requesting special land use and site plan approval to construct a detached accessory building on their property where they have a currently established country club use.

Zoning and Existing Use: R1-C, Single Family Residential, Country Club

Adjacent Zoning and Existing Uses:

North: Belleville Lake

East: R1-C (Single Family Residential) & Single Family Home

South: R1-C (Single Family Residential) & Church

West: R1-C (Single Family Residential) & Public Boat Launch

Other: Public hearing notices were published in the Belleville Area Independent on May 4, 2017 and notices were sent to all property within 300' of the subject property in accordance with the Michigan Zoning Enabling Act.

Summary:

The applicant is requesting special land use and site plan approval to construct a detached accessory building at the existing Belleville Yacht Club which is located at 831 E. Huron River Drive. The intended use of the accessory building is for a “tiki bar” which includes a lounge area, bar area, a kitchen, and restrooms. The site is approximately 4.04 acres in area and is zoned R1-C (Single Family Residential), which permits country club uses via special land use approval. The special land use was approved by the Township Board of Trustees at their June 6, 2017 meeting. The applicant has resubmitted a site plan based on the comments made in the previous site plan review letter dated May 19, 2017. I have reviewed the site plan for compliance with the Township’s Zoning Ordinance and I offer the following comments for your consideration:

1. **Use.** A use statement has been added to the site plan. This requirement has been met.
2. **Height & Bulk Standards.** The site plan has been updated to depict the location of the building and it is consistent with the required height/bulk standards of the Zoning Ordinance. This requirement has been met.
3. **Parking & Loading.** The required parking calculations and the existing parking lot has been noted on the site plan. As these parking areas are existing and the proposed accessory building is bringing the property closer into compliance with the Zoning Ordinance staff recommends that the Planning Commission approve this maximum parking space exceedance. The Planning Commission will need to specifically mention this in their site plan approval.

The required loading/unloading area has been added to the site plan and thus this requirement has been met.

4. **Landscaping and Screening.** We have reviewed the applicants proposed landscaping plans and offer the following comments.
 - a. **Frontage Landscaping.** The applicant has added sufficient frontage landscaping to meet the Zoning Ordinance, but did not include the size of the plantings. The Zoning Ordinance requires the following:

Deciduous Trees – 3-inch caliper minimum
Ornamental Trees – 2 inch caliper minimum
Deciduous Shrubs – 3 feet minimum height

These changes will need to be highlighted on the plans.
 - b. **Parking Lot Landscaping.** There are no proposed changes to the parking area. A main intent of parking lot landscaping is to prevent headlight glare from spilling onto adjacent properties. There are no residential structures directly to

the east of the parking lot which would burden from headlight glare and the parcel immediately to the west already has a screening buffer and is a boat launch. There is a home adjacent to the driveway opening, but there is already mature existing vegetation which prevents this glare. Based on the existing mitigation measures and that no improvements are proposed to the parking lot, staff does not recommend the requirement of additional parking lot landscaping. This will be required when improvements are made to the parking lot.

- c. **Greenbelt Buffering.** The Zoning Ordinance when comparing residential to residential districts requires a ten (10) foot wide buffer, with one tree per 30 linear feet. This standard is not specifically required as it is neither a site condominium or a subdivision, but it is certainly a good idea as the country club is a more intensive use than a single family residential use. Upon review of the property this requirement appears to be met on the east property line for the areas between the front line of the building toward Belleville Lake and has been depicted on the updated site plan.
 - d. **Garbage Collection Area.** The existing garbage collection area has been depicted on the site plan and the applicant is proposing to install a dumpster enclosure. The plans depict the location of the dumpster enclosure area, but do not depict the materials or height of the dumpster enclosure. This will need to be added to the plans.
 - e. **Mechanical and Utility Equipment.** The Zoning Ordinance requires that any mechanical or utility equipment be screened from off-site views. There are none depicted on the plans which I observed, but if there are any associated with the new development these will need to be screened.
5. **Exterior Lighting.** As this is a relatively minor scale improvement and much of the infrastructure is existing, a photometric plan is not necessary. There are currently no proposed wall packs on the new building, but if there are any to be installed at a later date they will need to comply with the exterior lighting standards in the Zoning Ordinance which includes that they be cut-off and down shielded.
6. **Required Site Plan Information.** Section 12 of the Zoning Ordinance depicts the information required on a site plan. There are a few minor items which are required that are not depicted on this current site plan. These are as follows:
- A. There needs to be a note on the site plan which states, "Paved surfaces, walkways, signs, lighting and other structures and surfaces shall be maintained in a safe, attractive condition as originally designed and constructed."
 - B. There needs to be a note on the site plan which states, "Owner agrees to seasonal maintenance program and will replace all diseased, dead or damaged plants, replenish mulch, control weeds, fertilize and prune beginning upon completion of construction of landscaping."

Recommendation:

Based on the above mentioned comments staff recommends granting final site plan approval for the construction of a detached accessory building at 831 E. Huron River Drive based on the findings and conclusions in the staff report dated June 10, 2017 and subject to the following comments and conditions:

1. Approval shall be conditioned upon the applicant revising and resubmitting the site plan to satisfy the following deficiencies which shall be reviewed by Township staff to determine their compliance with the Township Zoning Ordinance:
 - a. The applicant will need to include the size of the proposed plantings in the frontage landscaping.
 - b. The height and materials of the dumpster enclosure will need to be added to the site plan.
 - c. There needs to be a note on the site plan which states, "Paved surfaces, walkways, signs, lighting and other structures and surfaces shall be maintained in a safe, attractive condition as originally designed and constructed."
 - d. There needs to be a note on the site plan which states, "Owner agrees to seasonal maintenance program and will replace all diseased, dead or damaged plants, replenish mulch, control weeds, fertilize and prune beginning upon completion of construction of landscaping."
2. The approval shall be conditioned upon the applicant obtaining approval from the Van Buren Township Fire Marshall.
3. The Planning Commission approves the modified parking requirement as discussed in item 3 above.

Site Plan Review Checklist

17-016 BYC Accessory Building

Required Information	Included	Needed	Not Applicable
Title and date of plan, including the date and nature of all subsequent revisions.	X		
North arrow and scale. The scale shall be not less than 1 inch equals 50 feet for property under 3 acres and at least 1 inch equals 100 feet for those 3 acres or more.	X		
Location map showing the site in relation to existing roads and developments within the Township.	X		
The dimensions of all lot and property lines, showing the relationship of the subject property to abutting properties.	X		
Boundary of the tract shown by a heavy line: a legal description or the parcel and the acreage.	X		
Zoning classification of the petitioner's parcel and all abutting parcels.	X		
The location and height of all existing and proposed structures on and within 100 feet of the subject property.	X		
The location and the pavement and right of way width of all abutting roads and streets and driveway locations on abutting public streets.	X		
The name, address and telephone number of the property owner or petitioner.	X		
The name, firm, address and telephone number of the professional civil engineering or architectural firms responsible for the preparation of the site plan (including imprint of professional seal).	X		
Notation of Township, County or State license, permits required and/or secured.	X		
A note to pick up debris within property limits weekly or as needed.			X
A statement on intended phases of the project.			X
A description of the proposed use including the nature of the proposed use and other general information describing the use.	X		
Existing and proposed topography with contours at 2 foot intervals (based on USGS datum), extending a minimum of 200 feet beyond site boundaries.			X
Description of soil erosion and sedimentation control measures.			X
Location of clusters of trees on site and all existing trees five (5) inches or greater in diameter.			X
Location of existing wetlands.			X

Required Information	Included	Needed	Not Applicable
Location of flood plains drainage courses, lakes, ponds, drains, rivers and streams including their water surface elevation, flood plain elevation and normal high water elevation.	X		
Soil characteristics of the parcel to at least the detail provided by the U .S. Soil and Conservation Service "Soil Survey of Wayne County."			X
On parcels more than 1 acre, a grading plan showing finished contours at a maximum interval of 2 feet, correlated with existing contours so as to indicate required cutting, filling and grading.			X
A schedule of parking needs. Separate drawings may be submitted to indicate usable floor areas, etc. for computation of parking needs. Each individual parking space shall be indicated including typical parking space dimensions for regular and handicapped spaces and type of lot surfacing.	X		
A note specifying maintenance of paved surfaces and other improvements as follows: "Paved surfaces, walkways, signs, lighting and other structures and surfaces shall be maintained in a safe, attractive condition as originally designed and constructed.		X	
Parking lot striping and markings shall be maintained in a clearly visible condition."			X
The location of all rubbish receptacles and the location, height and type of fences and walls to screen receptacles.		X	
Location of existing and proposed fire hydrants, water mains, pump houses, stand pipes, building services and sizes including proposed connections to public sewer or water supply systems and/or considerations for extensions to loop other public water mains in adjacent public rights of way.	X		
Location and dimension of required easements for public right-of way, utilities, access and shared access.	X		
The proposed finish grade of buildings, driveways, walkways, parking lots and lawned areas.			X
Proposed sanitary sewer facilities and location of all existing utilities, easements, vacations and the general placement of line, tie ins to buildings, pump stations and lift stations.	X		
Description of a feasible storm drainage system and proposed storm sewer facilities (sewers and appurtenances) including catch basins, outlets, enclosed or open ditches and proposed swales for the retention of off-site drainage.	X		
Storm water calculations permit review of any proposed retention of drainage off site.			X

Required Information	Included	Needed	Not Applicable
Front, rear and side elevations of proposed buildings and proposed type of building materials, roof design, projections, canopies and overhangs, screen walls and accessory buildings, and any other outdoor mechanical equipment, i.e., air conditions, heating units, etc.	X		
Traffic and pedestrian circulation patterns both within the site and on the public streets adjacent to the site and the proposed location and dimensions of any pedestrian sidewalks, malls and open areas for parks and recreation either required or otherwise deemed necessary by the Planning Commission. A concrete sidewalk 5 feet in width shall be provided within the public right of way 1 foot from the subject site's property line where the subject site borders a public right of way.			X
Entrance details including sign locations and size.			X
Plans and specifications (height, cross sections materials) for greenbelts, berms, fences, walls or other protective barriers required by this Ordinance.			X
Designation of fire lanes.			X
Detailed landscape plan (including topography and utilities above and below ground) sealed by a registered landscape architect in conformance with the requirements of Article 10 of this Ordinance, indicating the location, type and size of trees, plants, berms etc.	X		
A note specifying annual landscape maintenance procedures such as the following: "Owner agrees to seasonal maintenance program and will replace all diseased, dead or damaged plants, replenish mulch, control weeds, fertilize and prune beginning upon completion of construction of landscaping."		X	
The location and type of outdoor lighting, proposed illumination patterns (including a photometric plan), and method of screening to prevent glare onto adjacent properties.	X		
The location, height and area of all signs.			X
The location of any outdoor storage of material(s) and the manner in which it shall be screened or covered.			X
Information and plans for the storage, loading, disposal and transfer of any hazardous/toxic waste (gas, oil, transmission fluid, lubricants, solvents, etc.). If any underground tank is used, the location, size, construction and use of the tank shall be specified on the site plan.			X

Required Information	Included	Needed	Not Applicable
Information and special data which may be critical to the adequate review of the proposed use and its impact on the site or Township. Such data requirements may include traffic studies (Section 9.106(H)), market analysis, site investigation report, environmental assessments (including inventory and impact data on flora, fauna, natural resources, hazardous materials, erosion control and pollution), demands on public facilities and services and estimates of potential costs to the Township due to failures as a basis for performance guarantees.			X
Recreation and open space areas for residential development projects shall be provided where deemed necessary by the Planning Commission.			X
Other data which the Township may reasonably deem necessary for adequate review.			X
With residential proposals a site summary indicating the number and location of 1 bedroom units, 2 bedroom units, etc. typical floor plans with the square feet of floor areas; density computation; recreation facilities; open spaces; street names; and lot coverage. A statement as to whether the project is to be a condominium, cooperative or rental shall also be provided.			X
With nonresidential proposals, the number of offices, number of employees, the number of floors, typical floor plans and the gross and usable floor area shall be provided.	X		
With residential proposals, details of a community building, swimming pool and fencing and carport locations, if proposed shall be provided.			X
Information regarding the number of times separate plans have been submitted to the Township for review of additions or alterations to the existing building or site in the past.	X		
Clear documentation for all proposed changes to the existing site, building or land use.	X		
The Declaration of Protective Covenants, Conditions and Restricts, (CC&Rs), or some other document with similar provisions, if proposed or anticipated by the property owner.			X

Required Information	Included	Needed	Not Applicable
<p>For sites with regular truck traffic, a truck circulation diagram indicating the type and volume of truck traffic anticipated at the site and defining all truck access and circulation lanes and truck loading/unloading areas on the site plan. The diagram must include the dimensions of trucks anticipated at the site and must show all existing and proposed truck circulation patterns, including the direction and flow of truck traffic on the site, turning radii, and sufficient maneuvering space and pavement design to accommodate trucks in accordance with the American Association of State Highway and Transportation Officials or another standard specified by the Township Engineer.</p>			X
<p>Any other information as required by the Planning Commission or Director of Planning which will assist in evaluation of the proposed use.</p>			X

David C. McInally II
Fire Marshal
O: 734-699-8900 ext. 9416

Van Buren Fire Department
46425 Tyler Rd
Van Buren Township, MI 48111



June 12th 2017

Director of Building and Planning
46425 Tyler Road
Belleville, MI 48111

Re: 17-016
BYC Tiki building
831 E Huron River Dr
Van Buren Township, MI

Project Overview:

~~Van Buren Township has adopted NFPA 1 and 101, 2012 editions as the fire code. These codes must be used when re-submitting the plans for review.~~

- ~~1. Plans need to be sealed and signed.~~
- ~~2. Construction classification not listed.~~
- ~~3. Occupancy type not listed.~~
- ~~4. Interior layout does not address what type of seating will be used. This is required to calculate capacity for the building.~~
- ~~5. No interior finishes are listed.~~
6. What is kitchen going to be used for?
7. There are no life safety features shown.
8. Knox box for Tiki building will be required.

Approval with exceptions is granted as long items 6,7 and 8 are addressed prior to c/o

Review and approval by the Authority Having Jurisdiction shall not relieve the applicant of the responsibility of compliance with these codes.

Respectfully submitted,

David McInally
Fire Marshal

Our Mission: The members of the Van Buren Fire Department shall work together in a professional and caring way to protect life and property from the adverse effects of fire, trauma, illness and dangerous conditions. Our services will be provided in a fair, honest, and ethical manner with the highest respect and dignity to all.