

**CHARTER TOWNSHIP OF VAN BUREN  
PLANNING COMMISSION  
APRIL 25, 2018  
MINUTES**

Chairperson Thompson called the meeting to order at 7:31 p.m.

**ROLL CALL:**

**Present:** Kelley, Atchinson, Budd, Boynton, Jahr, Franzoi and Thompson.

**Excused:** None.

**Staff:** Director Best and Secretary Harman.

**Planning Representatives:** None.

**Audience:** Two (2).

**APPROVAL OF AGENDA:**

**Motion Kelley, Franzoi second to approve the agenda of April 25, 2018 as presented.**

**Motion Carried.**

**APPROVAL OF MINUTES:**

**Motion Budd, Kelley second to approve the regular meeting minutes of March 14, 2018 as presented. Motion Carried.**

**NEW BUSINESS:**

**ITEM # 1                    18-003 – TEMPORARY LAND USE APPROVAL**

**TITLE:                      THE APPLICANT, ATCHINSON FORD, IS REQUESTING A TEMPORARY LAND USE PERMIT TO PARK LEASE TURN IN VEHICLES AND NEW VEHICLE INVENTORY.**

**LOCATION:                 THE PROPERTY IS LOCATED AT 8705 BELLEVILLE ROAD, VAN BUREN TOWNSHIP, MI 48111, WHICH IS ON THE EAST SIDE OF BELLEVILLE ROAD, NORTH OF TYLER ROAD.**

**Motion Kelley, Jahr second to recuse Medina Atchinson. Motion Carried.**

Craig Atchinson gave the presentation. Mr. Atchinson is seeking a temporary land use permit to address the need for additional vehicle parking space for returning lease vehicles and new vehicle inventory for Atchinson Ford.

Director Best presented Director Akers' staff review letter dated 4-21-18 recommending approval of the application subject to the following conditions:

1. The applicant obtain approval for the temporary vehicle parking area from the Van Buren Township Fire Marshal. This condition has been met. (letter attached)
2. The applicant shall maintain setbacks which are consistent with the landscape buffering standards in the Township's Zoning Ordinance.

3. Vehicles parked immediately adjacent to Belleville Road shall be parked with the front of the vehicle facing away from Belleville Road and adjacent properties in order to avoid headlight glare.
4. The site shall be maintained in a clean manner and trash will be properly disposed of.
5. The hours of operation for the temporary vehicle parking area shall mirror the hours of operation for the Atchinson Ford dealership.
6. That any exterior lighting or signs be reviewed and approved by the Director of Planning & Economic Development for consistency with the Zoning Ordinance, prior to their installation.
7. That the temporary land use permit is valid for a period of one year ending May 1, 2019.

Director Best presented the Fire Marshal's approval letter dated 4-23-18.

Commissioners discussed how many vehicles would be on the lot, spacing around the parked vehicles, whether customers will be allowed on the lot, if the office building on the property would remain and if the property is or will be fenced. There will be approximately 200 vehicles parked on the lot with space around them for movement, it is not the intention of the applicant to have customers on the lot, the office building belongs to the property owner and the applicant will repair the existing fence on the property to make sure the area is secured.

No questions from the audience.

**Motion Kelley, Franzoi second to grant Atchinson Ford a temporary land use permit to park lease turn in vehicles and new vehicle inventory at the property located at 8705 Belleville Road based on the analysis and subject to the recommendations in Director Akers' staff review letter dated 4-21-18 and the Fire Department review letter dated 4-23-18. Motion Carried. (Letters Attached)**

**GENERAL DISCUSSION:**

**ADJOURNMENT:**

**Motion Boynton, Kelley second to adjourn at 7:46 p.m. Motion Carried.**

Respectfully submitted,

Christina Harman  
Recording Secretary



# Memo

**TO: Van Buren Township Planning Commission**  
**FROM: Ron Akers, AICP - Director of Planning and Economic Development**  
**RE: Review of Temporary Land Use Request #TLU18-003 – Atchinson Ford Vehicle Parking**  
**8705 Belleville Road**

**DATE: April 21, 2018**

Atchinson Ford is requesting a Temporary Land Use permit for the temporary parking and storage of vehicles at 8705 Belleville Road. The temporary use is proposed to be for a one-year timeframe. Per the Zoning Ordinance, temporary uses that operate for more than seven (7) consecutive days require Planning Commission approval.

The following items are the approval standards in section 7.120 of the Township's Zoning Ordinance and our review is based upon conversations with the applicant and the provided materials. Please consider the following:

### **1. Adequacy of parking and access**

The site is currently unoccupied and has an existing gravel parking area that encompasses nearly the entire width of the site. This area was original designed for the placement of manufactured and modular homes as the prior use of the site was a sales area for these types of homes. While some maintenance will need to be done on this gravel parking area it is currently existing and unused. Based on this the applicant has sufficient area to park vehicles on the site without creating negative externalities. Regarding adequate access, the applicant is working with the Township Fire Marshall to ensure that the parking of vehicles will not create a situation where emergency vehicle access is limited by the storage of cars. If approval is recommended, it will be recommended conditioned upon approval of the parking areas by the Township's Fire Marshall. As of writing this review we have not received his letter, but he has indicated it will be provided prior to the meeting.

### **2. Adequate drainage**

The site is in an existing gravel parking lot that already has storm water drainage. As no substantial improvements are being made to the property and as there have been no identified drainage issues which staff is aware of, the proposed temporary use should not have any impact on site drainage.

### **3. Compatibility with surrounding land uses**

The proposed temporary use is located adjacent to vacant land to the west, a park area to the east, a private recreational use/ice cream shop to the south and manufactured housing community to the north. Based on this it is anticipated that the largest potential for incompatibility lies with the manufactured housing community to the north, but there are several factors which would mitigate this issues. First there already an existing vegetative buffer which is overgrown between the property to the north and the subject property. This should provide for some privacy between the uses. Second we will be

proposing a condition that the parking/storage of vehicles be setback 20 feet from the north property boundary. The reason why we are proposing 20 feet is to be consistent with the distance required for vegetative buffers in the landscaping section of our Zoning Ordinance. Lastly, the current condition of the site is fairly poor as the site has been abandoned for some time. I have discussed this issue with the applicant and they have indicated that their intention is to clean up the site, provide maintenance for the gravel parking area, and park new and newer year vehicles on the site. It is due to this that the condition of the site will improve as it will under go maintenance and regular use.

Regarding the parking of the vehicles along Belleville Road, we will be recommending a condition of approval that the Planning Commission require a minimum of a 10 setback from the front property line to be consistent with the landscaping buffer requirement along the road frontage. One issue which would need to be addressed is regarding headlight glare onto Belleville Road. Staff will place a recommendation on this application that the vehicles which are parked directly adjacent to Belleville Road be parked with the front of the vehicle facing away from Belleville Road. This will alleviate any concerns regarding the headlight glare onto Belleville Road.

As the parking area is primarily on front of the site, and the adjacent site to the south is an existing commercial use I do not believe that this use will place a substantial burden on these sites.

**4. Size, height, and type of construction of proposed buildings and structures in relation to surrounding site**

There are no proposed buildings and structures associated with the proposed temporary use of the property.

**5. Sufficient setbacks from road right-of-ways and lot lines**

The property is zoned C-1, General Commercial and it is recommended that the applicant maintain setbacks for the temporary storage and parking of vehicles which are consistent with the landscape buffers between the zoning districts. These are 10 feet from the front property line, 20 feet from the north and east property line, and 10 feet from the south property line. If approval is recommended this will be listed as a potential condition of approval.

**6. Adequate utilities**

The proposed temporary use should not utilize any existing utilities as it is proposed

**7. Trash disposal and site clean-up**

There are no proposed employees to be on site, but a condition should be placed on the approval that the applicant shall maintain the property in a clean manner.

**8. Sanitary facilities**

As there are no employees on site, no sanitary facilities will be provided. The employees will come from the Atchinson Ford main dealership site, where there are existing facilities.

**9. Hours of operation**

The vehicle storage area will be used during the same hours of operation as the dealership which can range from 9 a.m. until 9 p.m., but depending on the day has closing hours of 6 p.m. and 3 p.m.

#### **10. Outdoor light and signs**

Please note that no site lighting is proposed at this time and any future lighting will need to be reviewed for compliance with the Zoning Ordinance by Township staff. This will be recommended as a condition of approval. Also there is no proposed signage at this time, but any proposed signage will be reviewed by Township staff for compliance with the Zoning Ordinance.

#### **11. Other licenses and permits required**

The Van Buren Township Fire Marshall will need to approve the layout of the parking areas. This will be recommended as a condition of approval.

#### **12. Potential noise, odor, dust, and glare**

The proposed temporary use should not increase the noise, odor, dust or glare from their use. The parking and storage of vehicles is essentially the original use of the site and what the gravel area was designed for. So long as the applicant maintains the above specified hours there should be no anticipated issues.

#### **13. Fire lanes, fire protection, and security**

The Van Buren Fire Marshall shall review the application for adequacy of fire lanes and fire protection. As I have indicated above any recommendations for approval will be conditioned upon satisfying the Fire Marshal. The site has an existing fence around it. This should limit the unauthorized access of this area.

#### **14. Off-site impacts of traffic volumes**

The roads in the immediate vicinity are major Township roads, and this temporary use will not impact their flow or travel volumes.

#### **15. Necessity of performance bond to ensure prompt removal**

A performance bond should not be necessary for this temporary use.

#### **16. Other concerns which may impact the public health, safety, or general welfare**

There are no additional concerns, so long as the applicant obtains approval from the Township's Fire Marshall.

#### **Recommendation**

Based on this review dated April 21, 2018, I recommend approval of this application subject to the following conditions:

1. That the applicant obtains approval for the temporary vehicle parking area from the Van Buren Township Fire Marshall.
2. The applicant shall maintain setbacks which are consistent with the landscape buffering standards in the Township's Zoning Ordinance. These are as follows:
  - a. Front (East Side Adjacent to Belleville Road): 10' from property boundary.
  - b. Side (North Side Adjacent to Belleville Manor): 20' from property boundary.
  - c. Side (South Side Adjacent to Armstrong's Funland): 10' from property boundary
  - d. Rear (East Side Adjacent to Belleville Manor Park): 20' from property boundary
3. Vehicles parked immediately adjacent to Belleville Road shall be parked with the front of the vehicle facing away from Belleville Road and adjacent properties in order to avoid headlight glare.
4. The site shall be maintained in a clean manner and trash will be properly disposed of.

5. The hours of operation for the temporary vehicle parking area shall mirror the hours of operation for the Atchinson Ford dealership.
6. That any exterior lighting or signs be reviewed and approved by the Director of Planning & Economic Development for consistency with the Zoning Ordinance, prior to their installation.
7. That the temporary land use permit is valid for a period of one year ending May 1, 2019.

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

Van Buren Fire Department  
46425 Tyler Rd  
Belleville, MI 48111



April 23<sup>rd</sup> 2018

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

Re: Atchinson Ford Sales  
8705 Belleville Rd  
Van Buren Twp.

To whom it may concern:

I have reviewed the submitted plan for parking of overflow cars at the address listed above. I spoke with the applicant and he assures me the parking of said vehicles will allow for emergency vehicle access if needed. I have no other concerns with this proposal

At this point, I can approve the site plan and proposal as submitted.

If you have any questions about this plan review report, please feel free to contact me at (734)260-9136

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.