

**CHARTER TOWNSHIP OF VAN BUREN  
PLANNING COMMISSION  
SEPTEMBER 12, 2018  
MINUTES**

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

**ROLL CALL:**

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

**Excused:** Jahr.

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

**Planning Representatives:** Fishbeck Associates, David Potter and Paul Kammer.

**Audience:** Five (5).

**APPROVAL OF AGENDA:**

**Motion Kelley, Atchinson second to approve the agenda of September 12, 2018 as amended, removing Item #1 under New Business. Motion Carried.**

**APPROVAL OF MINUTES:**

**Motion Franzoi, Budd second to approve the regular meeting minutes of August 22, 2018 as presented. Motion Carried.**

**NEW BUSINESS:**

**ITEM # 1                    17-029 FINAL SITE PLAN APPROVAL**

**TITLE:                        THE APPLICANT, THE VAN BUREN TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY, IS REQUESTING FINAL SITE PLAN APPROVAL TO CONSTRUCT AN OFFICE BUILDING AND A PARK AT THEIR PROPERTY ON BELLEVILLE ROAD.**

**LOCATION:                    10151, 10065, 10085 AND 10101 BELLEVILLE ROAD ARE THE SUBJECT OF THE AGENDA ITEM. THE PROPERTY IS LOCATED ON THE EAST SIDE OF BELLEVILLE ROAD, NORTH OF THE I-94 SERVICE DRIVE AND SOUTH OF TYLER ROAD.**

Susan Ireland, Downtown Development Authority (DDA) Director gave the presentation. Ms. Ireland gave a brief recap of how the project began. The project site is approximately 1.6 acres, the DDA acquired two additional parcels to increase the property size, had the existing structures removed and has submitted the lot combination. The new facility includes a storage building, walking paths, parking and site lighting. The preliminary site plan review was in 2017, many of the comments by staff and engineers have been addressed including: trash disposal, property maintenance, brick to cover 50% of the building, monument signs to have red brick and there will be only one out building. Director Ireland presented samples of the exterior façade materials. There is a shared parking easement agreement with the neighboring real estate office and the gate at the southerly access point will be kept open during operating hours and special events. The Township attorney is reviewing the agreement for three (3) easements with the Westlake property to tie into the water main and sanitary sewer system.

Director Akers presented his final site plan review letter dated 9-7-18 recommending final site plan approval for case #17-029 for the DDA Placemaking Project, based on the analysis and findings in the Township staff review letter with final site plan approval conditioned upon the following:

1. The applicant shall keep the gate between the real estate office and the additional parking area for the DDA building open during business hours, public meetings and DDA events.
2. The applicant shall provide a copy of the executed shared parking agreement between the real estate office and the DDA.
3. The applicant shall update their parking lot landscaping calculations to depict the correct number of trees in the parking lot landscaping.
4. The applicant shall combine all of the parcels into one (1) parcel.
5. The applicant shall provide markings or signage to indicate to traffic in the parking lot that the access lane is one-way. This is to be provided to and approved by the Planning Director.
6. The applicant will need to provide executed pedestrian cross access agreements to the Township.
7. The applicant will need to provide a set of plans which include the photometric plans for the site.

David Potter of Fishbeck Associates presented his site plan review letter dated 9-10-18 recommending approval of the construction plans and final site plan approval subject to the following comments and requirements:

1. The note on sheet C-5 states the owner's permission is required for this proposed storm connection. An easement agreement is being developed with the adjacent owner.
2. A proposed 20-foot easement is shown centered on the property line and is located on and off site.
3. Minimum size for storm sewer must be 12 inches in diameter. We understand that Wayne County Department of Public Services has required that the outlet pipes downstream of the outlet structure be 6-inch and 8-inch respectively. A letter reflecting this requirement shall be provided to the Engineer.
4. Hydraulic grade line for ten-year storm event shall be indicated at each manhole and catch basin on storm sewer profile.
5. The water table depths must be determined to verify potential impacts to the underground detention system. Soil borings indicating the existing ground water elevation must still be provided. This requirement must be noted on the "issued for construction" set of construction documents.
6. The proposed storm water treatment structure has different invert elevations on sheets C-5 and C-8. Invert elevations must match. We understand the inverts on sheet C-5 are correct. This requirement must be noted on the "issued for construction" set of construction documents.

Donald Boynton presented the Fire Department review letter dated 7-31-18 granting approval.

Commissioners inquired if the water and sewer lines were original to the house and what type of events would take place at the facility? There are existing water and sewer leads that will be removed when the building is connected to Westlake Apartment's water and sewer through an easement. The

building will host training for local businesses and entrepreneurs, DDA meetings, Recreation meetings and special events. No comments from the audience.

**Motion Kelley, Boynton second to grant final site plan approval to the Downtown Development Authority based on the analysis and subject to the findings in the staff review letter dated 9-7-18, Fishbeck Associates review letter dated 9-10-18 and Fire Department review letter dated 8-30-18. Motion Carried. (Letters Attached)**

**GENERAL DISCUSSION:**

**ADJOURNMENT:**

**Motion Boynton, Atchinson second to adjourn at 8:14 p.m. Motion Carried.**

Respectfully submitted,

Christina Harman  
Recording Secretary

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

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



8-30-2018

Department Building and Planning  
46425 Tyler Road  
Belleville, MI 48111

Re: 17-029  
DDA 10151 Belleville Rd

To whom it may concern:

I have reviewed the plans and have listed the following items for comment.

**Project Overview:**

The proposal is to build multiuse building and renovation of other buildings on the site.

Please note that **all** applicable **NFPA** codes NFPA 1, and 101 apply, as adopted by the Township of Van Buren. These should be referenced when moving forward with this project.

- ~~1. Hydrant will need to be located near maintenance drive to DDA building and existing garage~~
- ~~2. Must maintain 16 ft. width all the way to existing garage. Plan now shows required width.~~
3. Knox Box for the DDA building and a Knox lock for the gate will also be required
4. This building is not sprinkled, thus any interior door will not be allowed to have door stops on them.
5. Address is required on site sign.

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

Plans are approved with remaining items addressed during construction and before C/O issued.

Respectfully submitted,

David C McNally  
Fire Marshal  
Van Buren Fire Department

**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.



September 10, 2018

Charter Township of Van Buren  
46425 Tyler Road  
Van Buren, MI 48111

Attention: Ms. Carol Thompson, Chairperson  
Van Buren Township Planning Commission

Re: Downtown Development Authority  
Construction Plan Review No. 2 and Final Site Plan Review  
2016 Placemaking Project  
Van Buren Township Case No. 17-019

Dear Ms. Thompson:

At the request of Van Buren Township, Fishbeck, Thompson, Carr & Huber, Inc. (FTCH) has completed the second review of the construction plans for the proposed Downtown Development Authority (DDA), 2016 Placemaking Project, which is located at 10151 Belleville Road, Van Buren, MI 48111. The previous review (letter dated October 20, 2017) did not recommend approval, and since, the site design has changed due to requirements from Wayne County. The update plans, dated August 21, 2018, were reviewed for both Construction and Final Site Plan approval.

This review includes all items required by the Van Buren Township (VBT) *Engineering Standards Manual, Charter Township of Van Buren (April 2014)*. The proposed project involves site renovation and construction of a new DDA facility, a new storage building, a new pergola, a new picnic area, a new driveway, a new parking lot storage; demolition of existing on-site buildings include demolition of the existing storage facility, demolition of the existing garage structure and demolition of the existing workshop; and also includes new landscaping and the position only (site location) of a future restroom building. FTCH recommended Preliminary Plan approval in our letter dated August 31, 2017.

The following is a summary of our review comments for your use.

#### General

The following items are general requirements established as part of the *Engineering Standards Manual, Charter Township of Van Buren (April 2014)*. The applicant must include the following items as part of the plans.

1. All elevations shall be on NGVD 29 datum. Elevations are on NAVD 88 datum and conversion factor to NGVD 29 datum has been provided. *This requirement must be noted on the "issued for construction" set of construction documents.*
2. Soil borings indicating the existing ground water elevation must still be provided. *This information must be noted on the "issued for construction" set of construction documents.*
3. The plans indicate an existing utility pole near the northeast corner of the Remerica property, next to the existing one-story aluminum siding building that is shown to be removed. The existing utility pole is shown to remain but the down guy wire is shown to be removed. We understand the guy wire is to be relocated. *This requirement must be noted on the "issued for construction" set of construction documents.*
4. *All required easements must be executed, but not recorded until after the as-built plans have been prepared and submitted to the Engineer for final review. Once accepted the applicant shall record the easements and provide a certified copy of the document to the Township.*



### Water Main Service

**Existing:**

The survey from the proposed plans indicate there is an existing 8-inch water main located just south of the south property line, north of the Westlake Circle, services the Westlake Apartments. There is no indication of any onsite water service.

**Proposed:**

The applicant's proposed plan indicates an 8-inch water main connecting to the existing 8-inch water main located just south of the south property line. The 8-inch water main is proposed to enter the site on the south property line and connect to the proposed buildings via an 8x4 reducer and a 4-inch water service.

Comments:

1. Hydrant shall be located at least 10 feet from driveways. Provide dimension on the plan from proposed hydrant to proposed driveway. *This requirement must be noted on the "issued for construction" set of construction documents.*

### Sanitary Sewer Service

**Existing:**

The survey from the proposed plans indicate there is an existing 12-inch sanitary sewer pipeline running north-south along Belleville Road on the west side of the property. There is no indication of existing onsite sanitary sewer facilities.

**Proposed:**

The applicant's proposed plan indicates a proposed 20-foot easement centered on the proposed 10-inch sanitary public sewer. The 10-inch sanitary sewer splits into separate sanitary sewer leads for each proposed building location.

### Stormwater Management

**Existing:**

Existing topography indicates drainage flowing predominately southeast toward the south and east sides of the property onto the adjacent properties.

**Proposed:**

The applicant's proposed plan indicates a combination of overland flow through swales, an underground system that intercepts flow from paved areas including an underground detention basin system that collects flow from the parking lot and a bioretention area that collects flow from the area around the proposed buildings. The proposed stormwater discharge outlet for this development is to connect to an existing 12-inch offsite private storm sewer system.

Comments:

1. The note on sheet C-5 states the owner's permission is required for this proposed storm connection. An easement agreement is being developed with the adjacent owner.
2. A proposed 20-foot easement is shown centered on the property line and is located on and offsite.
3. Minimum size for storm sewer must be 12 inches in diameter. We understand the Wayne County Department of Public Services has required that the outlet pipes downstream of the outlet structure be 6-inch and 8-inch respectively. A letter reflecting this requirement shall be provided to the Engineer.



4. Hydraulic grade line for ten-year storm event shall be indicated at each manhole and catch basin on storm sewer profile.
5. The water table depths must be determined to verify potential impacts to the underground detention system. Soil borings indicating the existing ground water elevation must still be provided. *This requirement must be noted on the "issued for construction" set of construction documents.*
6. The proposed storm water treatment structure has different invert elevations on sheets C-5 and C-8. Invert elevations must match. We understand the inverts on sheet C-5 are correct. *This requirement must be noted on the "issued for construction" set of construction documents.*

Site Access

- Work in Wayne County Right-of-Ways will require a permit.

Soil Erosion and Sedimentation Control Plan

- Soil Erosion and Sedimentation Control details and details for the proposed earth changes in accordance with the Charter Township of Van Buren, Engineering Standard Manual, April 2014, Chapter II – Plan Requirements, D. Soil Erosion and sedimentation Control Plan Requirements are included on the drawings.

At this time, we are recommending approval of the Construction Plans and Final Site Plan, dated August 21, 2018, subject to comments and requirements noted above.

If you have any questions regarding this project, please contact me at 248.324.2137 or [dpotter@ftch.com](mailto:dpotter@ftch.com).

Sincerely,  
FISHBECK, THOMPSON, CARR & HUBER, INC.

A handwritten signature in black ink, appearing to read "P-K", with a horizontal line extending to the right.

Paul Kammer, PE – FTCH

A handwritten signature in black ink, appearing to read "David L. Potter", with a stylized flourish at the end.

David L. Potter, PE – FTCH

ag2  
Email

cc: Mr. Ron Akers, Director Planning and Economic Development  
Mr. Matthew Best, Deputy Director Planning and Economic Development  
Mr. James Taylor, Director of Public Works



# Charter Township of Van Buren

## BOARD OF TRUSTEES

SUPERVISOR Kevin McNamara	CLERK Leon Wright	TREASURER Sharry A. Budd	
TRUSTEE Sherry A. Frazier	TRUSTEE Kevin Martin	TRUSTEE Reggie Miller	TRUSTEE Paul D. White

September 7, 2018

Planning Commission  
Charter Township of Van Buren Township  
46425 Tyler Road  
Van Buren Township, MI 48111

**RE: Final Site Plan Review SPR # 17-029 DDA Placemaking Project**

Honorable Commissioners,

The applicant, the Van Buren Township Downtown Development Authority (DDA), proposes to construct a 2,314 square foot building for a local governmental office use and a associated small park on the east side of Belleville Road between Tyler Road and the I-94 North Service Drive. The subject site is made up of multiple parcels which total approximately 1.6 acres in size. The proposed project is commonly referred to as "the Placemaking Project" and the applicant has received preliminary site plan approval from the Planning Commission at their October 25, 2017 meeting.

I have reviewed the revised site plans which were submitted on August 24, 2018 for compliance with the conditions of preliminary site plan approval and offer the following comments.

### Comments:

- 1. Changes for Site Plan:** Based on the prior reviews there have been a few changes to the site plan. They are as follows:
  - a. Additional Parking:** There is an added parking area adjacent to the proposed building which adds 4 additional parking spots, including two (2) additional barrier free parking spots. This solves the Commission's concern regarding handicap access to the building. This parking area will be accessed from the same entrance as the real estate office on the site and a gate is proposed to be installed at this entrance. The DDA's plan for the gate is to keep it open during business hours and during public meetings/events, but to have it closed when the offices are closed. Keeping this gate open during business hours is important to handicap access to the building and keeping this gate open during events and business hours should be a condition of final site plan approval.
  - b. Removal of the Restroom Building:** Due to financial considerations and concerns regarding the recent vandalism of some of the public restrooms in the community, the DDA has elected to remove the restroom building from the project. I acknowledge that it is accounted for in some of the civil engineering drawings, but these have it marked as a future building. I have reviewed the zoning ordinance standards regarding accessory buildings and have found no conflicts with this removal.
- 2. Lot:** The parcels on the site have not been officially combined as of the date of the letter. Combing the properties into one parcel should be a condition of final site plan approval.
- 3. Parking:** The following items need to be addressed with the parking requirements:
  - a. Space Dimensions:** The additional information requested during preliminary site plan approval has been provided and the new parking areas have been reviewed for compliance with the Zoning Ordinance standards. Based on this review those areas are compliant.

46425 Tyler Road, Van Buren Twp., MI 48111-5217 Website: vanburen-mi.org  
Telephone 734-699-8900 Fax 734-699-5213



# Charter Township of Van Buren

## BOARD OF TRUSTEES

SUPERVISOR Kevin McNamara	CLERK Leon Wright	TREASURER Sharry A. Budd	
TRUSTEE Sherry A. Frazier	TRUSTEE Kevin Martin	TRUSTEE Reggie Miller	TRUSTEE Paul D. White

- b. **Number of Spaces:** The total required parking spaces for the site is 23 parking spaces and currently 26 have been provided. This along with the shared parking agreement demonstrate that the applicant has complied with the standards of the Zoning Ordinance.
  - c. **Barrier Free:** The new parking areas add barrier free handicap spaces immediately adjacent to the building which will provided adequate handicap access to the office building. The four (4) barrier free spaces exceed the minimum requirement of two (2) spaces so this requirement has been met.
  - d. **Shared Parking Agreement:** The DDA still needs to provide a signed copy of the shared parking agreement. This should be a condition of final site plan approval.
4. **Access and Circulation.** There should be markings indicating that the parking lot is a one-way parking lot. This should be a condition of final site plan approval.
  5. **Photometric Drawings:** A photometric drawing was provided in the set of approved preliminary site plans, but was not included in the set of final site drawings. Despite the DDA project being exempt from the exterior lighting standards in the Zoning Ordinance, the photometric plan should be included in the final set. The addition of the photometric plan should be a condition of final site plan approval.
  6. **Pedestrian Cross Access Easements:** The DDA will need to provide evidence of the pedestrian cross access easements to the adjacent sites. Providing evidence of these should be a condition of final site plan approval.
  7. **Parking Lot Landscaping:** The applicant has added the requested notes to the landscaping plan, but the table in the notes does not indicate a sufficient number of trees to be planted to comply with the standard. After reviewing the site plan, there are a sufficient number of trees adjacent to the parking lot to comply with the parking lot tree requirement of 1 tree per 300 square feet (at 2,009 square feet of parking landscaping area seven (7) trees would be required). The applicant will need to adjust the table to reflect the four (4) additional trees.

### Recommendation

Based on the above mentioned comments staff recommends granting final site plan approval for case# 17-029 to the DDA Placemaking Project, based on the analysis and findings in Township staff report dated 9-7-18, This final site plan approval shall be conditioned upon the following:

1. The applicant shall keep the gate between the real estate office and the additional parking area for the DDA building open during business hours, public meetings, and DDA events.
2. The applicant shall provide a copy of the executed shared parking agreement between the real estate office and the DDA.
3. The applicant shall update their parking lot landscaping calculations to depict the correct number of trees in the parking lot landscaping.
4. The applicant shall combine all of the parcels into one (1) parcel.



# Charter Township of Van Buren

## BOARD OF TRUSTEES

SUPERVISOR Kevin McNamara	CLERK Leon Wright	TREASURER Sharry A. Budd	
TRUSTEE Sherry A. Frazier	TRUSTEE Kevin Martin	TRUSTEE Reggie Miller	TRUSTEE Paul D. White

5. The applicant shall provide markings or signage to indicate to traffic in the parking lot that the access lane is one - way. This is to be provided to and approved by the Planning Director.
6. The applicant will need to provide executed pedestrian cross access agreements to the Township.
7. The applicant will need to provide a set of plans which include the photometric plans for the site.

If you have any questions or would like to discuss this matter further, please contact me.

Sincerely,

Ron Akers, AICP  
Director of Planning and Economic Development