

**CHARTER TOWNSHIP OF VAN BUREN
PLANNING COMMISSION
June 11, 2014
MINUTES**

Chairperson Thompson called the meeting to order at 7:28 p.m.

ROLL CALL:

Present: Franzoi, Johnson, Boynton, Kelley, McKenna, Budd and Thompson.

Excused: Kelley.

Staff: Secretary Harman.

Planning Representatives: McKenna Associates, Sally Hodges and Wade Trim Associate, David Nummer.

Audience: Four.

APPROVAL OF AGENDA:

Motion McKenna, Boynton second to approve the agenda of June 11, 2014 as presented.

Motion Carried.

APPROVAL OF MINUTES:

Motion Boynton, McKenna second to approve minutes from May 28, 2014 as presented.

Motion Carried.

UNFINISHED BUSINESS:

ITEM # 1 CASE # SLU & SPR 13-013

TITLE: THE APPLICANT, FULL HOUSE SELF STORAGE, IS REQUESTING FINAL SITE PLAN APPROVAL FOR EXPANSION OF A SELF STORAGE FACILITY. THIS REQUEST IS BEING MADE IN CONFORMANCE WITH SECTION 12.03 PERMITTED USE AFTER SPECIAL APPROVAL OF THE TOWNSHIP ZONING ORDINANCE.

LOCATION: PARCEL TAX ID NUMBER V-125-83-033-99-0035-000, ALSO KNOWN AS 7934 BELLEVILLE ROAD, IS THE SUBJECT PROPERTY. THIS SITE IS LOCATED ON THE WEST SIDE OF BELLEVILLE ROAD BETWEEN ECORSE AND TYLER ROADS.

Paul Loosely, Environmental Engineer from Civil Engineering Consultants gave the presentation for the applicant. The request is to expand the existing five and a half acre facility by an acre and a half adding 136 additional units to the 480 existing on-site. The exterior façade on the addition will match the existing units, stormwater requirements have been met, site will connect to the existing public water main and the site has met the requirements of the fire marshal.

Sally Hodges of McKenna Associates presented review letter dated 6-3-14 recommending final site plan approval subject to the conditions listed in the letter.

David Nummer of Wade Trim presented review letter dated 6-6-14 recommending final site plan approval contingent upon resolution of the sidewalk grading issue to the satisfaction of the Township.

June 3, 2014

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

**Subject: VBT-13-013 SPR; Full House Self Storage; 7886 Belleville Road;
Final Site Plan Review; Review #4: Plans Received 5/19/14**

Dear Commissioners:

The applicant, Full House Self Storage, is proposing to expand its site and add more storage units to its existing mini-warehouse facility on the west side of Belleville Road. The site is zoned C-1 General Business District. The Township Board granted special approval on June 3, 2014, and the Planning Commission granted Preliminary Site Plan approval subject to several conditions on April 9, 2014. We have reviewed the applicant's revised plans submitted for Final Site Plan approval for compliance with the conditions of preliminary site plan and special approval, and we have the following comments:

COMMENTS

- 1. Addition of the detailed use statement on the plan, describing hours of operation, number of employees and similar aspects of the use, as expanded.** This condition has been met.
- 2. Provision of a cross access easement (minimum 24 feet wide) connecting to the north and south parcels delineated on the site plan. That easement should be described and submitted for review and approval of the Township Attorney prior to final site plan approval, and the approved easement must be recorded prior to issuance of a certificate of occupancy. This condition remains to be met.** The location of a 24 foot wide cross access easement is shown in the parking lot aisle, running north-south on the site. The cross access easement must be described in recordable form, submitted to the Township for review and approval, and recorded prior to receiving a certificate of occupancy.
- 3. The building elevations must be dimensioned to confirm that the building height complies with the Ordinance.** The building height has been dimensioned on the plan. This condition has been met.
- 4. Revision of the landscape plan so that the existing pattern of evergreen shrubs in a hedge is continued across the frontage (along with the proposed trees) as the means to buffer view and create the required greenbelt, in lieu of the berm.** The existing shrubs have been added to the plan as required, however the evergreen hedge has not been extended. Also, the berm is still noted on the landscape plan. These items must be corrected to comply with the condition of special approval.
- 5. Planning Commission approval of the request to defer 7 parking spaces, and addition of a note on the site plan stating that "the applicant agrees to construct the deferred parking at such time as there are 3 documented parking violations from the Building Department".** The Planning Commission approved the deferred parking with the preliminary site plan approval, and the note has been added to the plan. This condition has been met.

- 6. Revision of the plan to comply with the Township's stormwater basin requirements in Sections 4.40.3.o. and 4.56., as required for site plan approval.** It appears that the required minimum 15 foot wide access from the storage area to the new pond is blocked with landscaping. There should be a gate at the west end of proposed pavement between the buildings to limit public access into the pond area. The plan must be revised to clarify which locations are paved, where and what the other groundcover is, and how the green areas around the pond perimeter will be maintained. These items must be addressed on the plan for this condition to be met.
- 7. Lot split and combination application and approval prior to issuance of a building permit for the site.** This condition remains to be met.
- 8. Compliance with the landscape items in McKenna's review letter of April:**
 - a. Addition of the required landscape maintenance plan statement from the Zoning Ordinance.** This condition has not been met.
 - b. The location of all existing and proposed shrubs added on the plan.** This condition has been met.
 - c. Correction of the scale on the landscape plan sheet.** This condition has been met.
 - d. Continuation of the existing pattern of evergreen shrubs in a hedge across the frontage (along with the proposed trees), in lieu of the berm.** This condition has not been met.
 - e. The fencing proposed along the south side of the site should be stopped no closer to the street than the east end of the new storage units.** This condition has been met.
 - f. Label the type and color of the block in the six foot high screen wall segments.** The applicant told Planning Commission that the type and color of the block in the six foot high screen wall segments would be decorative block matching the materials of the storage building, but the plan must be labelled as required.
 - g.** Also the landscape plan is not consistent with the site plan in that it is still reflects various existing improvements that are planned to be removed, making the plan confusing to read. For example, areas of existing fencing are shown remaining, and the area of the new storage units is labelled "existing lawn area". The landscape plan must be revised to be consistent with the site plan.
- 9. Note on the plan that the screening gates on the trash enclosure will be kept closed except when in use.** This condition has been met.
- 10. All parking must be double striped and noted on the plan.** The required note has been added. This condition has been met.
- 11. Cut sheet details must be submitted for the wall-mounted lights, confirming that they are concealed source fixtures.** This condition has been met.
- 12. Revision of the plan to comply with the Township's stormwater basin requirements, including Planning Commission approval of the type of fencing to surround the stormwater basin.** This condition has been met, except as described in Comment #6 above.
- 13. Addition of another site amenity, subject to the Commission's approval.** The applicant added a bench in front of the office building, as suggested. This condition has been met.

14. Revision of the building elevations sheet to specify that the “end wall” with masonry is the one that faces the street. Building materials and colors must be noted on the elevations, along with the building height. These changes have been noted on the site plan. This condition has been met.

RECOMMENDATION

Because of the number of conditions that are still not completely satisfied, we have spoken with the applicant’s representative who has agreed to address all of the outstanding items before your meeting. Therefore, subject to the following conditions being met on revised and dated site plans, we recommend that the Planning Commission grant final site plan approval to the expansion of Full House Self-Storage at 7886 Belleville Road:

1. The cross access easement must be described in recordable form, submitted to the Township for review and approval, and recorded prior to receiving a certificate of occupancy, per Comment #2.
2. The evergreen hedge must be extended and berm removed from the frontage, per Comment #4.
3. Stormwater pond-related items must be revised as described in Comment #6.
4. Lot split and combination application and approval prior to issuance of a building permit for the site, per Comment #7.
5. Landscape items must be addressed on the plans, as described in Comments #8a., 8d., 8f., and 8g.

Respectfully submitted,

McKENNA ASSOCIATES



Sara J. Hodges, AICP
Senior Vice President

cc. Paul Lewsley, Environmental Engineers, Inc. via email @ pjlewsley@ameritech.net



June 6, 2014

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

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

Re: Full House Self Storage Final Site Plan Approval

Dear Ms. Thompson:

At your request, we have reviewed the final site plan package for the proposed addition to the Full House Self Storage located on the west side of Belleville Road, north of Robson Road. After completing the detailed engineering review we have just one minor outstanding issue relating to the grade of the sidewalk along Belleville Road. The sidewalk where it meets the south property line is slightly elevated to allow a storm sewer culvert to cross under the sidewalk and drain into the roadside ditch. We had a concern about how the sidewalk will be sloped back down to grade to ensure that it complies with the Americans with Disabilities Act (ADA). As the sidewalk is located within the Wayne County right-of-way, we are waiting for the County to determine how they want this item addressed. Other than the sidewalk grade issue, we are ready to approve the construction plans on behalf of the Township.

Since this grading issue does not impact the overall site plan, we see no reason to hold up the Planning Commission's consideration of the final site plan approval. Therefore, we are recommending that the Planning Commission grant final site plan approval contingent upon the resolution of the sidewalk grading issue to the satisfaction of Township staff. If you have any questions on this project, please contact our office at 734.947.2793.

Very truly yours,

Wade Trim Associates, Inc.

A handwritten signature in black ink that reads "David M. Nummer".

David M. Nummer, PE

DMN:ka
VBN 2232-02T
20140606Thompson.docx

cc: Mr. James Taylor, Director of Public Works
Mr. Paul Lewsley, PE, Environmental Engineers, Inc.

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David C. McInally II
Battalion Chief / Fire Marshal
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Van Buren Fire Department
46425 Tyler Rd
Van Buren Twp., MI 48111



June 30, 2014

Building and Planning
46425 Tyler Road
Belleville, MI 48111

Re: SPR & SLU 13-013 Full House Self Storage

I have reviewed the plans for the Full House Self Storage facility dated 3/21/14, Job number SPR & SLU 13-013 NFPA 1 Fire Code (2012 Edition), and NFPA 101, Life Safety Code (2012 Edition), were the primary reference documents used for this review.

The addition of a Knox Box is indicated on the plan set. **Note:** The Knox Box will not be installed until speaking with a representative of the Van Buren Fire Marshal's Office to determine the best location. The Knox Box **will not be installed** to the height indicated by the Knox Company, (which is currently 6 ft minimum). The Knox Box will be installed no higher than 5 ½ ft as required by the AHJ.

All other items marked on the previous letter for conditional approval have been updated on this plan set.

At this time, the plan set is approved.

The fire department requires involvement in the continuing plan review, inspection, and Certificate of Occupancy process and will require various inspections during the construction phases and immediately prior to opening to verify compliance with the appropriate codes. One set of as built construction drawings, schedules, and details, as it relates to construction, fire protection and response, will be required, as well as a **digital cad layout** of the building by this department prior to our final C of O inspection.

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

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.

Respectfully Submitted,

Jason M Martin, Firefighter
Van Buren Fire Department
Fire Inspector / Certified Plan Examiner