

**CHARTER TOWNSHIP OF VAN BUREN
PLANNING COMMISSION
OCTOBER 25, 2017
MINUTES**

Chairperson Thompson called the meeting to order at 7:34 p.m.

ROLL CALL:

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

Excused: Atchinson.

Staff: Director Akers and Secretary Harman.

Planning Representatives: McKenna Associate, Patrick Sloan and Fishbeck Associate, David Potter.

Audience: Seven (7).

APPROVAL OF AGENDA:

Motion Kelley, Boynton second to approve the amended agenda of October 25, 2017 removing item numbers 6 and 7 under New Business. Motion Carried.

APPROVAL OF MINUTES:

Motion Kelley, Boynton second to approve the regular meeting minutes of September 13, 2017 and special meeting minutes of October 4, 2017 as presented. Motion Carried.

PUBLIC HEARING:

ITEM # 1 REPEAL OF MEDICAL MARIJUANA CULTIVATION FACILITIES REGULATIONS

TITLE: THIS IS A PUBLIC HEARING TO CONSIDER PROPOSED AMENDMENTS TO THE VBT ZONING ORDINANCE TO REPEAL THOSE SECTIONS OF THE ZONING ORDINANCE WHICH ALLOWS MEDICAL MARIJUANA CULTIVATION FACILITIES, PROVIDES SITE DEVELOPMENT STANDARDS FOR MEDICAL MARIJUANA CULTIVATION FACILITIES AND REMOVES THOSE REFERENCES TO THE APPLICABLE SECTIONS IN OTHER AREAS OF THE ZONING ORDINANCE.

Motion Boynton, Budd second to open the public hearing. Motion Carried.

Patrick Sloan of McKenna Associates presented his memorandum dated 10-6-17 discussing the Township Zoning Ordinance that currently permits Medical Marijuana Cultivation Facilities in the General Industrial (M-2) zoning district as a special land use. The regulations were adopted in response to the Michigan Medical Marijuana Act (MMMA). State legislature has now adopted the Medical Marijuana Facilities Licensing Act (MMFLA) allowing five (5) types of facilities. McKenna Associates worked with the Public Safety Department, Developmental Services staff and Township legal counsel to discuss implications of the new law to Van Buren Township and regulatory options available to the Township. The recommendation from McKenna Associates is to repeal the provisions for Medical Marijuana Cultivation Facilities in the Zoning Ordinance, thereby prohibiting all of the five (5) uses provided for in the MMFLA. If the Township later decides to permit one or more of the five (5) uses, the appropriate regulations can be added to the zoning ordinance at that time.

Commissioners inquired if any facilities are currently located in Van Buren Township and if there were any changes to the patient/caregiver law. The answer was no.

Motion Kelley, Boynton second to close the public hearing. Motion Carried.

ITEM # 2 ZONING ORDINANCE AMENDMENTS REGARDING DETENTION POND LOCATION, SETBACKS FOR OFF-STREET PARKING AND LOADING AREAS, ACCESS DRIVES AND PAVED SURFACES ACCESSORY TO A DISTRIBUTUION CENTER.

DESCRIPTION: THIS IS A PUBLIC HEARING TO CONSIDER PROPOSED AMENDMENTS TO SECTION 8.107 REGARDING DETENTION POND LOCATION AND SECTION 5.112 REGARDING SETBACKS FOR OFF-STREET PARKING AND LOADING AREAS, ACCESS DRIVES AND PAVED SURFACES ACCESSORY TO A DISTRIBUTION CENTER.

Motion Budd, Franzoi second to open the public hearing. Motion Carried.

Patrick Sloan of McKenna Associates presented his proposed Zoning Ordinance Text Amendments letter dated 9-22-17. The proposed amendments are to Section 8.107 Stormwater Basins; clarifying the zoning district location of stormwater ponds and Section 5.112 Distribution Centers; amending the setbacks for off-street parking and loading areas, access drives and paved surfaces accessory to a distribution center. The proposed amendments are:

Section 8.107 Stormwater Basins: The language addition of (A) Location. Stormwater basins and related landscaping may be located in any zoning district and are not required to be in the same zoning district as the site from which it receives water.

Section 5.112 Distribution Centers: Amendments to (D) All other off-street parking and loading areas, access drives and paved surfaces accessory to such a use, shall be located not less than sixty (60) feet from any residential district; which must include a greenbelt buffer required in Section 10.103(E).

No questions or comments from the Commission or the audience.

Motion Kelley, Boynton second to close the public hearing. Motion Carried.

NEW BUSINESS:

ITEM # 1 17-031 – SITE PLAN AMENDMENT

TITLE: THE APPLICANT, UPLAND HOMES, IS REQUESTING AN AMENDMENT TO THE APPROVED COUNTRY WALK SITE PLAN FOR REVISED SINGLE FAMILY ARCHITECTURAL ELEVATIONS.

LOCATION: THE UNFINISHED COUNTRY WALK SUBDIVISION IS THE SUBJECT OF THE REQUEST. THE DEVELOPMENT IS LOCATED ON THE EASE SIDE OF MARTINSVILLE ROAD, NORTH OF SAVAGE ROAD.

Applicant Phillip Kuntzman gave the presentation. Upland Homes submitted five (5) plans with various home elevations for forty-two (42) sites located in the Country Walk Subdivision. The applicant will make sure that home elevations are on lots that meet setback requirements.

Director Akers presented his staff memo dated 10-20-17 in which he discussed deficiencies with concern to the façade materials on the 2842 colonial elevation. The applicant has discussed with staff his desire to remove elevation 2842 from the submitted plans. Staff recommends the Planning Commission approve an amendment to the site plan for the Country Walk development in order to allow Upland Homes to construct new homes consistent with the provided plans which depict elevations to be constructed in phase 3 and phase 4 of the Country Walk development. This approval to be based upon the staff review letter dated 10-20-17 and conditioned upon the following:

1. Township Planning Staff shall review each application for a new single-family home in Country Walk Phase 3 and Phase 4 in order to determine that the new home meets the required setbacks and that the elevation meets the Township's "substantially different" architectural design standards set forth in the PRD agreement for the Country Walk development.

Commissioners discussed marketing of the homes, home elevations to be located on lots determined to meet those elevations requirements and the bi-level home elevation submitted by the applicant. No comments from the audience.

Motion Kelley, Boynton second to grant Upland Homes request to amend the approved Country Walk site plan subject to the recommendations in the staff report dated 10-20-17 with the addition of the removal of elevation 2842 from the plans at the request of the applicant. Motion Carried. (Letter attached)

ITEM # 2 17-024 – MASTER PLAN AMENDMENT HAROLD SMITH FARM FUTURE LAND USE

TITLE: THE APPLICANT, BEN GRIFFIN, IS REQUESTING AN AMENDMENT TO THE TOWNSHIP'S FUTURE LAND USE MAP TO CHANGE THE FUTURE LAND USE DESIGNATION FROM LOW DENSITY SINGLE FAMILY B TO LIGHT INDUSTRIAL.

LOCATION: THE PROPERTY AT 50015 MICHIGAN AVENUE IS THE SUBJECT OF THIS REQUEST. THIS PROPERTY IS LOCATED ON THE SOUTH SIDE OF MICHIGAN AVENUE, EAST OF ECORSE ROAD AND WEST OF DENTON ROAD. (APPROXIMATELY 75 ACRES).

Applicant Ben Griffin gave the presentation. Mr. Griffin discussed the site location, a 3-sided parcel with 2 of the sides located on Michigan Avenue and along the railway, not a conducive property for a residential development. The applicant is requesting an amendment to change the Township's future land use map and future land use designation from low-density single family B to light industrial.

Director Akers discussed the request to rezone and compared the request to future land use maps in the Master Plan. The property location on Michigan Avenue is in close proximity to industrial zoned property, rezoning may be appropriate. Director Akers discussed the Master Plan Amendment/Future Land Use projected timeline letter dated 10-20-17. The first step is to send out a Notice of Intent to Plan if Commissioners desire to move forward.

Patrick Sloan of McKenna Associates presented his rezone review letter dated 8-1-17 recommending the Planning Commission defer action on the rezoning application pending a review of the Master Plan

pursuant to the Michigan Planning Enabling Act. If the Planning Commission is interested in pursuing an amendment to the Master Plan to address the applicant's request and the issues noted in the letter, McKenna Associates recommends adopting a motion to that effect.

Commissioners discussed the timeframe difference of addressing the rezone now or including with the Master Plan Update, the applicants timeline and the zoning of the neighboring property in Canton. The Commissions desire is to start the rezone process of this property in regards to the Master Plan update.

Motion Kelley, Boynton second to submit the initial notices of intent to plan for the property located on Michigan Avenue. Motion Carried.

ITEM # 3 17-029 – PRELIMINARY SITE PLAN APPROVAL

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

LOCATION: 10151, 10065, 10085 & 10101 BELLEVILLE ROAD IS 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.

Downtown Development Authority (DDA) Director, Susan Ireland gave the presentation. The DDA is requesting preliminary site plan approval to construct an office building and park on their property located on Belleville Road as part of a place making initiative. Director Ireland displayed the preliminary site plan, a color rendering and the exterior façade materials for the office building. Ireland also discussed the underground storm water retention, the size of the sign and the owner of the neighboring Remerica real estate office is willing to allow cross access to the site.

Director Akers presented his staff review letter dated 10-20-17 recommending the Planning Commission grant preliminary site plan approval based on the analysis and findings by staff and subject to the nine (9) conditions in his letter.

Fishbeck Associate David Potter presented his preliminary site plan review letter dated 9-1-17 recommending the Planning Commission grant preliminary site plan approval at this time.

Director Akers presented the Fire Department review letter dated 10-20-17 approving the plan. Outstanding items are to be addressed during construction and before certificate of occupancy.

Commissioners discussed removal of the existing buildings, exterior façade materials and the lack of red brick in the proposed materials and waiving the greenbelt requirement. The applicant is to look into a hybrid façade design to include the commercial red brick requirement

Motion Boynton, Franzoi second to grant preliminary site plan approval to the Van Buren Township Downtown Development Authority to construct an office building and a park at 10151, 10065, 10085 and 10101 Belleville Road located on the east side of Belleville Road, north of the I-94 Service Drive subject to the recommendations in the staff review letter dated 10-20-17, Fishbeck Associates review later dated 10-20-17 and Fire Department review letter dated 10-03-17. Motion Carried. (Letters Attached)

ITEM # 4 REPEAL OF MEDICAL MARIJUANA CULTIVATION FACILITIES REGULATIONS

TITLE: THIS PUBLIC HEARING IS TO CONSIDER PROPOSED AMENDMENTS TO THE VBT ZONING ORDINANCE TO REPEAL THOSE SECTIONS OF THE ZONING ORDINANCE WHICH ALLOWS MEDICAL MARIJUANA CULTIVATION FACILITIES, PROVIDES SITE DEVELOPMENT STANDARDS FOR MEDICAL MARIJUANA CULTIVATION FACILITIES AND REMOVES THOSE REFERENCES TO THE APPLICABLE SECTIONS IN OTHER AREAS OF THE ZONING ORDINANCE.

Director Akers gave the staff recommendation. Staff from both Public Safety and Developmental Services met and the consensus was to move forward with opting out by repealing sections 3.104, 3.117 and 5.125 of the Township Zoning Ordinance and sending a resolution to LARA.

Motion Kelley, Boynton second to recommend to the Township Board of Trustees the proposed amendments to the Van Buren Township Zoning Ordinance to repeal the sections of the Zoning Ordinance which allow medical marijuana cultivation facilities and remove those references to applicable sections in other areas of the Zoning Ordinance.

Roll Call:

Yeas: Franzoi, Boynton, Kelley, Budd and Thompson.

Nays: None.

Absent: Atchinson.

Motion Carried.

ITEM # 5 ZONING ORDINANCE AMENDMENTS REGARDING DETENTION POND LOCATION, SETBACKS FOR OFF-STREET PARKING AND LOADING AREAS, ACCESS DRIVES AND PAVED SURFACES ACCESSORY TO A DISTRIBUTION CENTER.

No additional comments from Staff, the Commission or the audience.

Motion Kelly, Boynton second to recommend to the Township Board of Trustees the Zoning Ordinance Amendments regarding detention pond location, setbacks for off-street parking and loading areas, access drives and paved surfaces accessory to a distribution center.

Roll Call:

Yeas: Boynton, Kelley, Budd, Franzoi and Thompson.

Nays: None.

Absent: Atchinson.

Motion Carried.

GENERAL DISCUSSION:

- 1. DISCUSSION ON TOWNSHIP MASTER PLAN/FORMATION OF MASTER PLAN SUBCOMMITTEE:**
Director Akers discussed the formation of a Master Plan Subcommittee. Three (3) members of the Planning Commission are required to form the subcommittee. Commissioners Atchinson, Kelley and Budd volunteered to form the Subcommittee. Patrick Sloan of McKenna Associates presented and discussed the Master Plan project schedule and the proposed update to the Master Plan.

- 2. JOINT COMMISSION/COMMITTEE MEETING – NOVEMBER 30, 2017:** Director Akers discussed the invitation to an Open House on November 30, 2017 at the Holiday Inn Express. The open house is a joint commission/committee meeting for all of the boards and commissions for the township. The event is open to the public.

ADJOURNMENT:

Motion Kelley, Boynton second to adjourn at 9:19 p.m. Motion Carried.

Respectfully submitted,

Christina Harman
Recording Secretary



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

October 20, 2017

Carol Thompson
Chairperson
Van Buren Township Planning Commission
46425 Tyler Road
Van Buren Township, MI 48111

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

Ms. Thompson,

1. **Zoning and Use.** The site is zoned R1-B (Single Family Residential) district. The proposed use is for a placemaking facility for the Van Buren Township Downtown Development Authority (DDA). This facility includes a public park and offices for use of the DDA and the business located in the district. The R1-B district allow “Local governmental buildings and similar uses” as a permitted use in the district. As this facility is to be owned and operated by the DDA the use is permitted and can be approved by the Planning Commission.
2. **Required Information.** Please see attached the Site Plan Review Checklist for additional information required. The following items are required to be added to the site plans upon further review:
 - a. A note needs to be added to the site plan which indicates how trash will be handled onsite.
 - b. A note stating, “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.”
3. **Lot.** The site plan depicts the property as one parcel even though it is comprised of three (3) separate parcels. Staff recommends that the properties be combined into one (1) parcel. This should be a condition of final site plan approval.
4. **Dimensional Requirements.** For the R1-B zoning district the minimum setback requirements are as follows: Front – 30’; Side (one) – 10’; Side (total of 2) – 25’; Rear – 35’. The provided setbacks are: Front – 35’; Side (one) – 10’; Side (total of 2) - +100’; Rear – 23’. Based on a review of the plans the project appears compliant with all setback, height and lot coverage requirements.
5. **Belleville Road Overlay.** The site is located in the Belleville Overlay district, and due to this the site is subject to the standards of chapter three (3) of the Zoning Ordinance. Based on my review of this section staff offers the following comments:
 - a) **Architecture and Building Details.** The proposed building appears consistent with the Zoning Ordinance requirements. It meets the 50%+ brick/stone requirement as required by the Zoning Ordinance.



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) **Parking Lot Lighting.** The Zoning Ordinance requires that the parking lot lighting have raised bases if they are outside of a median or landscape island. The provided detail is sufficient to comply with the Zoning Ordinance.
- c) **Landscaping.** The additional landscaping requirements include perennial beds planted in 20% of the required landscape frontage. This has been provided and is compliant with the Zoning Ordinance.
6. **Accessory Buildings.** There are several detached accessory buildings which are existing and proposed to be constructed on-site. Staff has reviewed these accessory buildings based on the minimum allowable lot coverage, setbacks, and other height and bulk requirements. Based on this review all of the buildings are within the height, lot coverage, and setback requirements provided by the Zoning Ordinance.
7. **Exterior Lighting.** The Zoning Ordinance exempts light fixtures placed by a governmental agency on public property. Due to this staff has no comments on the proposed lighting.
8. **Access and Circulation.** The Fire Marshall has review the access to the office building and has raised no issues with it. Otherwise the parking lot has a fairly standard commercial curb cut. Staff has no issues with the access and circulation.
9. **Sidewalks.** Sidewalks are provided adequately on site.
10. **Parking and Loading.**
- a. **Space Dimensions.** The dimensions of the space appear to be consistent with 54-74 degree parking, but the angle of the diagonal parking is not provided on the plans. This will need to be provided. The Zoning Ordinance requires the parking spaces to be double striped and there is a note on the plans which addresses this.
- b. **Number of Spaces.** The provided calculations show the required parking for the main office building. This calculation is 1 space per 300 s.f. for a total of 7 spaces. There are no calculations provided for the park. This calculation is listed in the Zoning Ordinance as 1 space per 6 feet of benches. Currently there are 14 benches proposed with 1 space per bench and 2 hexagon tables with 4 seats each. Based on this additional calculation the minimum required parking is as follows:
- i. 7 spaces for office (1 space per 300 sq ft)
 - ii. 16 spaces for park (1 space per 6 ft of bench or 1 space per 4 seats)
 - iii. Total required = 23 parking spaces. Total provided spaces = 22 spaces
- There is a note on the plans which indicate an additional 11 parking spaces through a shared parking agreement. The actual shared parking agreement will need to be provided to the Township for documentation and the Planning Commission will need to include the shared parking arrangement in their motion.
- c. **Barrier Free.** 2 barrier free spaces are provided which is sufficient. The DDA should provide a handicap parking arrangement closer to their building. We have discussed



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

restriping the closer parking spaces in the real estate office parking lot to be barrier free spaces. This should be detailed on the plan.

- d. **Shared Parking.** Shared parking agreements should be recorded with the real estate office and shared parking agreements should be required for special events on the property. The Township will require a copy of the shared parking agreement between the two properties be provided.
- e. **Loading.** No loading spaces are required.

11. Landscaping and Screening.

The following items are required for landscaping.

- a. **Frontage Landscaping.** The applicant has provided a calculation for frontage landscaping which meets the criteria of the Zoning Ordinance. This standard has been met.
- b. **Parking Lot Landscaping.** The landscaping plans show the calculation for the amount of parking lot landscaping and tree plantings required, but do not show the amount of parking lot landscaping which has been provided. The amount of parking lot landscaping provided will need to be shown on the landscape plans.
- c. **Open Space Landscaping.** The calculation for open space landscaping has been provided and is compliant with the Zoning Ordinance.
- d. **Greenbelt Buffering.** The Zoning Ordinance requires a 20 foot wide buffer with one tree planted per 20 linear feet on the east, north and south sides of the property. The applicant has provided a 6' vinyl fence between the main building and the apartments on the south and east side which would meet this requirement from the building. The remainder of the required buffer areas are where the park portion of the site abuts adjacent commercial or multifamily residential. Due to this I recommend that the Planning Commission waive the buffering requirement for the portion of the property which is adjacent to the public park. As a park you want to encourage use and with the existing screening measures on the adjacent property and the green space the park will provide I anticipate that the intent of the Ordinance is sufficiently met.
- e. **Mechanical and Utility Equipment Screening.** The proposed mechanical equipment is sufficiently screened due to the 6' privacy fence located on the southern property line.
- f. **Stormwater Basin Landscaping.** The proposed landscaping in the bio-swales are consistent with this section of the Zoning Ordinance.
- g. **Minimum Size of Plantings.** The proposed plantings will need to comply with the minimum planting standards in the Zoning Ordinance. Due to this the Deciduous Trees to be planted will be required to have a 3-inch minimum caliper. The plans show these plants as having a 2-inch minimum caliper. I would recommend that the plans be revised to reflect the proper size plants.

12. Tree Removal Permit.

Public agencies are exempt from the tree removal guidelines of the Zoning Ordinance. Based on this staff has no additional comments.

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

13. Dumpster. No dumpster enclosure has been provided. As mentioned above a note on the plan which indicates how trash will be handled will be sufficient to alleviate any concerns.

14. Signs. The Zoning Ordinance exempts signs erected on Township owned property by the Township. Based on this the proposed sign is exempt from our Zoning Ordinance. Staff does recommend that the sign should be a monument type sign and it should be of a similar size to those monument signs in the vicinity of the site.

Recommendation

Based on the above mentioned comments staff recommends granting preliminary site plan approval for case# 17-029 to the DDA Placemaking Project, based on the analysis and findings in Township staff report dated 10-20-17, the FTCH letter dated 10-20-17, and the Fire Department letter dated 10-3-17. This preliminary approval shall be conditioned upon the following:

1. The applicant shall revise the site plan for final site plan approval to add the following required information:
 - a. A note needs to be added to the site plan which indicates how trash will be handled onsite.
 - b. A note stating, "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 applicant shall combine all of the parcels into one (1) parcel upon final site plan approval.
3. The applicant shall provide a parking detail which depicts the degree of the angle of the parking spaces.
4. The applicant shall provide a copy of the shared parking agreement between the real estate office and the DDA.
5. The applicant shall explore adding a barrier free handicap parking space in the real estate office parking lot, closes to the office building.
6. The applicant shall update their parking lot landscaping calculations to depict the amount of parking lot landscaping provided on the plans.
7. The Planning Commission waives the green belt buffering requirements on the east and north property line for the above mentioned reasons.
8. The applicant shall revise the depicted planting sizes in the landscape plans for final site plan approval to be compliant with the minimum standards in Section 10 of the Zoning Ordinance.
9. The Planning Commission recommends that the applicant review the size and placement of the monument sign to ensure it is consistent with the monument signs on the adjacent properties.



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

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

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

Van Buren Fire Department
46425 Tyler Rd
Belleville, MI 48111



10-03-2017

Department Building and Planning
46425 Tyler Road
Belleville, MI 48111

Re: 17-029
DDA Belleville Rd site

To whom it may concern:

I have reviewed the site plan drawing and have the 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. New parking lot, needs to show turning radius,~~
4. Knox Box for the DDA building and a Knox lock for the gate will also be required
5. This building is not sprinkled, thus any interior door will not be allowed to have door stops on them.
6. 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 McInally
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.



Memo

DATE: October 20, 2017
TO: Upland Homes
FROM: Ron Akers, AICP – Director of Planning & Economic Development
RE: SPR 17-031 Site Plan Amendment for Upland Homes regarding Architectural Elevations in Country Walk Subdivision.

The applicant, Upland Homes, is requesting architectural approval for additional home plans and façade elevations for residential dwellings in the Country Walk development. There is an existing Planned Residential Development (PRD) Agreement in place for the property which was approved in 2002 and amended in 2005 which had previously expired. There were several homes completed in the development prior to the expiration of the PRD. A Memorandum of Understanding (MOU) between Van Buren Township, the Country Walk Three Homeowners Association, and Blue Country Walk, LLC was executed in July 2015 which outlined the responsibilities of the parties with regards to the completion of the development and required compliance with the PRD agreement.

These plans are subject to the PRD agreement, the MOU, and the standards of the Zoning Ordinance, specifically section 4.54 which addresses specific architectural standards in these types of development.

The following is my review of the architectural plan based on the conditions in the MOU and PRD agreement. I offer the following comments:

Comments

1. Site Plan

The setbacks, as described in the approved site plan for the Country Walk development, depict a front and rear yard setback of 25' and a required side yard setback of 10'. The lots sizes in the development vary in width from 75' to 61' and in depth from 120' to 125'.

The submitted plans depict the widths and depths of the provided plans. The provided plans have sufficient width that will fit within the setbacks on the parcels in Country Walk Subdivision. There are a few models with widths that will not fit on the smaller lots, but the applicant is purchasing some larger parcels as well, so there will be no issues.

2. Floor Area

The PRD agreement requires that the square footages of homes for the 536 units in the subdivision will average at least 1,750 square feet. According to the provided plan the square footage of the proposed elevations of single family dwellings will range from 1,447 square feet to 2,842 square feet. Due to the PRD agreement requiring the square footages of the homes to average 1,750 square feet, it is allowable for the Township to approve a building elevation which is less than 1,750 square feet. Since the majority of the elevations exceed this, I do not believe that approving the smaller elevations will risk violating this standard of the PRD agreement. Staff will evaluate what is existing in the development and ensure that the entire development maintains this requirement.

The previously identified deficiencies have been corrected. Staff has no further issues with this item.

3. Façade Elevations

The Zoning Ordinance and the PRD agreement have specific requirements to ensure that the Township's "Substantially Different" architectural design standard is met. Section j(ix) of the PRD agreement specifically requires that the "Substantially Different" requirement be met by varying the following two (2) criteria:

- Roof pitch by varying three or more vertical units in twelve from one another (i.e. 6/12, 9/12, 12/12, etc.)
- Location of major design features relative to main mass by varying the location of at least two major design features that include, but are not limited to dormers, gables, garages (i.e. front-entry versus side-entry), and porches.

The Zoning Ordinance requires that this substantially different requirement be maintained from neighboring lots within three (3) lots of the proposed parcel and within three (3) lots of the property across the street. I have preliminarily reviewed the proposed elevations and offer the following:

Roof Pitch

The applicant has depicted the roof pitch for the specified homes, but as they range between 5/12 and 7/12, they do not vary enough to use them as a criterion where they can be considered substantially different. Based on this we will have to utilize the location of major design feature criteria to meet this requirement.

Location of Major Design Features

There are 39 different combinations of home style and variation in elevation. In order to meet the substantially different requirement an applicant would need to provide a total of eight (8) different elevations which are "substantially different" from one another. See the comparison schedule, there are at least eight (8) different elevations which meet the "substantially different" requirement. Therefore this item has been met.

4. Building Materials

Section i(1) of the PRD agreement requires that all 416 detached units feature brick to the belt on the front and side elevations and requires that on specific lots brick will be required on the rear elevation as well.

The following deficiency has been noted in the elevation drawings with regards to this item:

- A. The 2842 Colonial elevation does not have a side or a rear elevation included in the packet. These will need to be provided depicting brick to the belt on the side and potentially the rear elevation.

5. Side Entry Garages

The PRD agreement requires that at least 30% of the single family detached units have side entry garages and specifically indicates which lots are required to have side entry garages. The language in the PRD Amendment states:

“6.1.11. Side entry garages are required on at least 30% of single-family detached units.

The following 125 single-family detached units will have side-entry garages.

1-4, 15, 16, 34, 36, 47-49, 58-60, 66-68, 70, 75, 76, 82, 86, 92, 93, 96-110, 115, 117, 120, 121, 128, 130, 135-137, 149-151, 153, 159, 164, 165, 171, 173, 177, 178, 185-187, 192-195, 198, 200, 204, 213, 218, 225-228, 235, 237, 240, 244, 247-250, 253, 254, 260, 261, 266, 274, 286-288, 294, 295, 297, 303, 305, 308, 311-313, 317-321, 323, 324, 326, 327, 330, 363, 368, 369, 381, 390, 398, 400, 406, 407, 411, 413-416.”

The proposed elevations offer sufficient options for side entry garages. Therefore this requirement has been met.

Recommendation

Staff recommends that the Planning Commission postpone decision on this application until the applicant can provide the following information so we can ensure the elevations can meet the requirements of the PRD agreement:

1. Correct the following deficiencies with regards to the façade materials:
 - a. The 2842 Colonial elevation does not have a side or a rear elevation included in the packet. These will need to be provided depicting brick to the belt on the side and potentially the rear elevation.

Alternatively, if the applicant can provide the requested information and it is compliant with the applicable standards, staff can make the following recommendation:

Based on the comments listed above and the additional requested documents, staff recommends that the Planning Commission approve an amendment to the site plan for the Country Walk development in order to allow Upland Homes to construct homes consistent with the provided plans which depict elevations to be constructed in phase 3 and phase 4 of the

Country Walk development. This approval should be based upon the staff review letter dated October 20, 2017 and conditioned upon the following:

1. Township Planning Staff shall review each application for a new single family home in Country Walk Phase 3 and Phase 4 in order to determine that the new home meets the required setbacks and that the elevation meets the Township's "Substantially Different" architectural design standards set forth in the PRD agreement for the Country Walk Development



October 20, 2017

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 Approval – Review No. 1
2016 Placemaking Project
10151 Belleville Road, Van Buren, MI 48111
Van Buren Township Case No. 17-019

Dear Ms. Thompson:

At the request of Van Buren Township, Fishbeck, Thompson, Carr & Huber, Inc. (FTCH) has reviewed the Construction plan package dated October 3, 2017, for the proposed Downtown Development Authority (DDA), 2016 Placemaking Project, which is located at 10151 Belleville Road, Van Buren, MI 48111. The proposed project involves:

- Construction of new DDA facility, new storage facility with public restrooms, pavilion, and parking lot.
- Connection to existing garage structure.
- Renovation of existing workshop.
- Demolition of existing storage facility.
- Site renovation with new landscaping.

General

- All elevations shall be on NGVD 29 datum. Elevations are on NAVD 88 datum and conversion factor to NGVD 29 datum of 0.5 feet has been provided.
- Soil borings indicating the existing ground water elevation must still be provided.
- Two bench marks shall be indicated per sheet.
- A note indicating the proposed building will not have a basement shall be provided for buildings without basement.
- Van Buren Township standard details shall be included on the plans.
- Van Buren Township standard engineering notes shall be provided on the drawings.

Water Main Service

Water service to the site is proposed to be provided by a separate 8-inch water main, showing a connection to the existing 8-inch water main located just south of the south property line, north of the Westlake Circle.

A proposed 12 foot easement is shown centered on the proposed 8-inch water main, which is necessary to connect to an offsite water main. A water main easement will need to be dedicated relative to this connection.

Revisions Required:

- Gate well shall not be located in the driveway.
- Hydrant shall be located at least 10 feet from driveways. Provide dimension on the plan from proposed hydrant to proposed driveway.



- The 1-inch water service lead shall be type-K copper, between the proposed storage building and the proposed restroom building.

Sanitary Sewer Service

The applicant has corrected the existing sanitary sewer pipe diameter along the Belleville Road from 8-inch to 12-inch. It is noted the applicant added a manhole over the existing sanitary sewer and replaced the 6-inch sanitary sewer lead with 8-inch public sanitary sewer.

- The 8-inch sanitary public sewer shall be a minimum 10-inch sanitary public sewer in diameter. A proposed 20 foot easement (10 feet beyond the manhole) shall be shown centered on the proposed 10-inch sanitary public sewer.
- All existing sewer inverts shall be field measured and so noted on the plans.
- Sanitary sewer design shall be indicated on the plans.
- Cleanouts shall be provide at intervals no greater than 100 feet and shall not be located in the in driveway and sidewalk.
- Sanitary sewer notes shall be added to the plans.

Stormwater Management

- The proposed stormwater discharge outlet for this development is to connect to an existing 12-inch offsite private storm sewer system. Supporting documentation and/or calculations must be provided to indicate that the existing private storm sewer system can accept the stormwater discharge flow from this development, with the proposed detention basin and restrictive flows being sized accordingly. The connection route to the existing private off-site storm sewer system must include an easement or other agreement mechanism granting use of the storm sewer as a discharge outlet and allowing for maintenance of the offsite system.
- A proposed 20 foot easement is shown centered on the property line and is located on and offsite. One separate easement (two total) will need to be dedicated for each property as necessary.
- All catch basins and manholes with an inlet pipe shall have minimum diameter of 48 inches. Accordingly, the Bio-Retention forebay area manhole shall be a minimum diameter of 48 inches.
- The catch basins and structures shall be labeled on the plans and profiles to correspond with the storm sewer sizing calculations.
- 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.
- The proposed parking lot drainage is directed into a bio-retention forebay. Special consideration should be given to how the drainage will enter the forebay (i.e. curb cuts, sheet flow, etc.) to prevent the erosive impacts from concentrated flow and incorporated into the engineering plans. Curb and gutter details must be provided for this area.
- Hydraulic grade line for ten-year storm event shall be indicated at each manhole and catch basin on storm sewer profile.
- Frame and cover model numbers shall be provided for all structures.
- Storm sewer of different sizes shall be set such that the 0.8 depth point for each pipe shall be at same elevation.

Site Access

- Work in Wayne County Rights-of-Way 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 shall be included on the drawings.

FTCH would like to note that we recommended Preliminary Plan approval in our letter dated August 31, 2017.

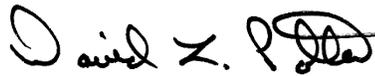
However, at this time, we are **not** recommending approval the Construction Plans, dated October 3, 2017, subject to comments noted above.

If you have any questions regarding this project, please contact me at 248.324.4791 or dpotter@ftch.com.

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



Katerina Kollar, PE – FTCH



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