

VEVAY TOWNSHIP PLANNING COMMISSION
Regular Meeting
Wednesday, February 7, 2018
Vevay Township Hall – 7:00 p.m.

MINUTES

Members present: Jack Cady, John Lazet, Chris Lewis, Pattie McNeilly, Jim Minster, Bruce Walker, and Al Winters.

Members absent: None.

Other Persons present: Supervisor Jesse Ramey and Legal Counsel David Revore.

I. Call to Order: The meeting was called to order at 7:00 p.m. by Chair McNeilly.

II. Pledge of Allegiance

The audience joined the Commission in reciting the Pledge of Allegiance.

III. Set/Amend Agenda

The agenda was accepted as submitted.

IV. Approval of Minutes: Regular Meeting 1-3-2018

Amend page 2, second paragraph, first line, by changing “occupation” to “occupancy”.

MOTION Cady, seconded by Walker, to approve the January 3, 2018, Regular Meeting minutes as amended.

CARRIED 7-0.

V. Brief Public Comment

There was no public comment.

VI. Reports

A. January, 2018, AGS Building/Zoning Report

The written report indicated that there was one building/zoning permit action, involving the renewal of a permit for an addition to a home. There has been no resident progress on the outstanding authorizations to enforce the Zoning Ordinance.

VII. Pending Business

A. Review of Site Plan for 839 Eden Road, Mason, requested by Owners Roy & Judith Harris

On December 13, 2017, the Township received an application from the owners of the parcel to convert the existing building structure to use for mini-storage. There will be no change to the framing or exterior of the building.

Mr. Roy Harris, owner – the proposal is to in phases convert the entire heated interior space into self-storage units. He will be adding an outside canopy to shelter the unloading of individual vehicles when clients transfer materials. Hours of access will be limited to a portion of the day, for instance from noon to 6:00 or 7:00 pm. There will be no employees on site. Maintenance and any other work will be performed via contractual services. Security will be by access code devices and cameras. He will not allow the storage of perishable food, and he will prohibit the storage of any motorized vehicles unless the gas tank has been emptied. There will be no outside storage of any equipment, vehicles, and materials. The existing recreational use should end this spring.

Mr. Harris – in response to questions from the Commission - Any structure of 12,000 square feet or more requires a fire suppression system, but he has two buildings separated by a fire wall, each building being about 9,600 square feet, so no such system is needed. It was noted that a building permit will be needed for the construction of the canopy and the interior changes. The former proposal by the airport to build a north-south runway has apparently been permanently abandoned and should therefore not have any future impact on his parcel or operations.

Section 14.03 – Site Plan Review Requirements:

C. Required Site Plan Submission Requirements

- A site plan for a home occupation may be prepared by the property owner. All other site plans shall contain the seal, name, and firm address of the professional individual responsible for the preparation of the site plan. – Condition met, provided on each design page of the submitted site plan.
- A general location sketch showing at minimum, properties, streets and use of land within ½ mile of the area. – Condition met, on one of the submitted aerial views of this portion of the Township.
- Legal description of the subject property and parcel identification number. – Condition met, noted on design page SP1.
- The date, north arrow, and scale. – Condition met, provided on each design page of the submitted site plan.
- Name and address of the property owner or petitioner. – Condition met, provided on the application.
- Existing zoning and use of all properties abutting the subject property. - Condition met, noted on one of the submitted aerial views of this portion of the Township.
- All buildings, parking, driveways, roads, streets, railroads, and access easements within 100 feet of the subject property. – Condition met, noted on one of the submitted aerial views of this parcel and surrounding area. An easement for Consumers Power is noted on design page SP1.
- The overall objectives of the proposed development. – Condition met, in the site plan application and on all submitted design pages. During Commission consideration, the applicant indicated that the overall purpose is to establish an interior area for mini-storage use by individuals or small businesses.
- Size (in acres) of the subject property and approximate number of acres allocated

to each proposed use and gross area in building, structures, parking, public streets and drives, and open space. – Conditions met. Parcel acreage is noted on design page SP1, as are the dimensions of the two buildings. During Commission consideration, the applicant indicated that the entire usable interior area of both buildings would eventually be utilized for mini-storage purposes, as is also indicated on design pages S1 and S2 (Units A and B).

- Dwelling unit densities by type, if applicable. – Not applicable.
- Location of existing and proposed utilities, including any proposed connections to public or private sewer and water supply systems. – Conditions met. The application included diagrams from the Ingham County Health Department indicating such.
- Existing and proposed method of providing storm water storage and drainage. – Condition met. Design page SP1 has the required contour intervals of the parcel, indicating how water runoff would flow. During Commission consideration, the applicant noted that the buildings have been there for almost 20 years, and water flow has always been via natural drainage, with no storm water storage or special drainage landscaping or structures needed. Flooding has not been an issue during the life of the buildings to date.
- Property lines with dimensions, and required setbacks shown and dimensioned. - Conditions met, provided on design page SP1.
- All existing and proposed drives (including dimensions and radii), acceleration/deceleration lanes, sidewalks, curbing, parking areas (including the dimensions of a typical parking space and the total number of parking spaces to be provided (pursuant to Section 15.01), fire lanes, and unloading areas (pursuant to Section 15.02). – Conditions met, on design page SP1.
- Required buffer strips or screening. – Condition met; see further comments on Chapter 15 provisions. Design page SP1 indicates a dumpster will be added under the canopy, which will be appropriately screened.
- Significant natural features; and other natural characteristics, including but not limited to open space, wetlands, stands of trees, brooks, ponds, floodplains, hills, slopes of over 15%, and similar natural assets or hazards. – Conditions met. The entire unimproved portion of the parcel is essentially flat and covered with grass, as indicated on design page SP1 and the provided aerial views of the parcel.
- Any signs not attached to the building(s). – Condition met. The existing sign location and specifics are noted in the application, on faxed pages 5 and 6 of 8.
- General topographical features at contour intervals no greater than 5 feet. – Condition met, on design page SP1.
- Existing and proposed uses, and dimensions of all existing and proposed structures on the subject property. – Conditions met, building dimensions on design page SP1 and proposed uses on design pages S1 and S2.
- Location of all solid waste disposal facilities, including recycling, and required screening pursuant to Section 15.05). – Condition met. Placement of a future outside dumpster is noted on design page SP1.
- Location and specifications for existing or proposed outside, above or below ground storage areas, including storage facilities for hazardous materials. – Not applicable. The application and comments made by the applicant during Commission consideration indicate that there will be no outside storage of any equipment, vehicles, or materials. No waste will be generated, and fuels will not be allowed to be stored on site.
- All existing vegetation and the location, type, and size of all required landscaping, and the location, height and type of existing and required fences and walls. - Conditions met. There is no vegetation on site besides grass, no fences, and no walls. As this parcel has been used for industrial purposes for almost 20 years, during that time has not had vegetation, fences,

or walls, and as it is located in the midst of other industrial parcels and the airport, no new vegetation, fencing, or walls were deemed by the Commission to be needed. See Chapter 15 for further comments.

- Recreation areas, common use areas, and areas to be conveyed for public use and purpose. – Not applicable.
- Exterior lighting showing area of illumination and indicating the type and height of fixture to be used (pursuant to Section 15.04). – Conditions met, as noted on design page SP1.
- Elevation drawings of proposed buildings – Condition met. The only proposed structure is a canopy, location noted on design page SP1 and dimensional details on design page S3.

D. Additional Information

Given the detail of the site plan drawings and other materials, no additional graphics or written materials were requested. As there is no significant foreseeable increase in traffic, no Traffic Impact Assessment or Traffic Impact Study was required of the applicant.

Section 14.04 – Application and Review: Supervisor Ramey confirmed that all required copies and fees have been submitted.

Section 14.06– Review Standards: The Commission made the following findings:

B. **Site Development Standards**

1. The uses proposed will not adversely affect the public health, safety, or welfare. – Conditions met. The parcel is zoned M-1 Industrial, in an area with other industrial use parcels. No undue noise, odors, fire, smoke, vibrations, glare, or other negative impacts are anticipated. The proposed use will entail likely a minimum of traffic, human presence, and activity. As there should be no foreseeable negative impact on the surrounding operations, the Commission determined that the proposed uses would not adversely affect the public health, safety, or welfare.
2. Uses and structures located on the site shall take into account topography, size of the property, the uses on adjoining property and the relationship and size of buildings to the site. The site shall be developed so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this Ordinance. – Conditions met. The only proposed addition to the site is a canopy to shield the entrance to the building; as such, there are no anticipated impacts to the topography, structures, surrounding uses, or orderly development of surrounding parcels. Traffic at any given time should be minimal and should not impede the normal and orderly development or improvement of surrounding properties.
3. The site plan shall provide reasonable visual and sound privacy for all dwelling units located within and adjacent to it. Fences, walls, barriers, and landscaping shall be used, as appropriate, to accomplish these purposes. Appropriate fencing may be required by the Planning Commission around the boundaries of the development if deemed necessary to minimize or prevent trespassing or other adverse effects on adjacent lands. The Planning Commission may also require road or pathway cross-connections between developments. – Conditions met. There are no residences within or close to the parcel. There are no new uses or structures that require screening except for the waste dumpster. Given the single vehicle nature of any new traffic, this impact was found to present an insignificant effect on nearby uses, and not entail the need for fencing or barriers.

4. The site shall be developed to create a pleasant, pedestrian paced atmosphere which de-emphasizes the automobile and considers rural character. Site amenities like street trees, bike racks, benches and outdoor tables may be required by the Planning Commission. – Not applicable. The proposed use is not in a pedestrian path, nor are any proposed. The parcel and use are industrial in nature, and business should be almost exclusively by motorized vehicle.
 5. All buildings and groups of buildings shall be arranged so as to permit necessary emergency vehicle access as requested by the Fire Department. – Condition met. All buildings and areas likely to need such access are already accessible via a paved driveway. The existing driveway has already been deemed sufficient for emergency vehicle access.
 6. Exterior lighting shall be arranged so that it is deflected away from adjacent properties and so that it does not interfere with the vision of motorists along adjacent streets. Lighting of buildings or structures shall be minimized to reduce light pollution. The site shall comply with the requirements of Section 15.04. – Conditions met. The lights, proposed installation, and use are in compliance with Chapter 15, as noted below.
 7. All loading and unloading areas and outside storage areas, including areas for the storage of trash, which face or are visible from Residential Districts or public streets, shall be screened in accordance with the requirements of Section 15.02. – Condition met, as noted on design page SP1.
 8. Site plans shall conform to all applicable requirements of Township, County, State, and Federal agencies. Approval may be conditioned on the applicant receiving necessary Township, County, State, and Federal permits before final site plan approval or an occupancy permit is granted. – Condition met. The applicant submitted septic field improvements that have been approved by the Ingham County Health Department. No other non-Township permits are required.
- C. Vehicular and Pedestrian Standards**
1. Safe, convenient, uncongested, and well-defined vehicular and pedestrian circulation shall be provided for ingress/egress points and within the site. Drives, streets and other circulation routes shall be designed to promote safe and efficient traffic operations within the site and at ingress/egress points. – Conditions met. As the site will be limited to primarily individual vehicle traffic, and likely only a few at a time, and as there is no pedestrian traffic proposed, these conditions were considered adequately fulfilled by the detail of spacing, paving, and the driveway as noted on design page SP1.
 2. The arrangement of public or private vehicular and pedestrian connections to existing or planned streets in the area shall be planned to provide a safe and efficient circulation system for traffic within the Township. – Condition met. The anticipated low level of traffic should be adequately accommodated by the existing driveway.
 3. The minimum number of vehicular entrances and exits shall be provided at appropriate locations so as to maximize the convenience and safety for persons entering or leaving the site. The number of vehicular entrances to and exists from the site shall be determined with reference to the number of dwelling units or other land uses within the site, the

nature and location of the surrounding streets, the effect of traffic in the area, nearby topography, and other factors. – Conditions met. As the ICRD has already approved a driveway, and given the anticipated level of traffic, this requirement was deemed to be sufficiently addressed.

4. Adequate traffic control shall be provided on site and throughout developments to ensure safe vehicular and non-motorized cohabitation. The Planning Commission may require traffic calming measures, paved road shoulders, and deceleration or turn lanes when necessary. – Condition met. Given the limited number of vehicles expected to access the property at any given time as well as the limited hours of operations as noted by the applicant during Commission consideration of the site plan, traffic control was deemed to not need any improvement.
5. Appropriate sidewalks, trails or pathways for pedestrians and non-motorized vehicles may be required within the development and between developments but may be deferred with an appropriate performance guarantee. – Not applicable. There are no sidewalks currently on the property or surrounding parcels, and none planned. No known trails or pathways for public use are needed, given the nature of the district and the proposed uses.
6. The Planning Commission may require shared driveways or the consolidation of existing driveways where appropriate. – Not applicable.

D. Environmental and Natural Features Standards

1. Removal or alteration of significant natural features shall be restricted to those areas which are reasonably necessary to develop the site in accordance with the requirements of this Ordinance. The Planning Commission may require that landscaping, buffers, and/or buffer strips be preserved and/or provided to ensure that proposed uses will be adequately buffered from one another and from surrounding public and private property. – Not applicable, as no removal or alteration of significant natural features is proposed.
2. Landmark trees and significant vegetation slated for protection shall be marked on site to prevent their damage during construction. – Not applicable.
3. Appropriate measures shall be taken to ensure that removal of surface waters will not adversely affect the public storm drainage system. – Not applicable. The property currently self-drains and no changes are proposed to alter that aspect of the parcel.
4. Surface water on all paved areas shall be collected at intervals so that it will not obstruct the flow of vehicular or pedestrian traffic or create puddles in paved areas. Subsurface landscape islands within parking lots are encouraged. Catch basins may be required to contain oil filters or traps to prevent contaminants from being directly discharged to the natural drainage system. – Not applicable, given the relatively small area that is already paved.
5. Stormwater drainage design shall recognize existing natural drainage patterns. Stormwater removal shall not adversely affect neighboring properties or the public storm drainage system. – Not applicable, as the property already self-drains, and no exterior structures are proposed that would significantly affect drainage.

6. Areas of natural drainage such as swales, wetlands, ponds, or swamps shall be protected and preserved insofar as practical in their natural state to provide areas for natural habitat, preserve drainage patterns and maintain the natural characteristics of the land. – Not applicable, as there are no such features on site.
7. Provisions shall be made to accommodate stormwater on-site wherever practical. Direct discharge of stormwater into surface waters is prohibited. Where feasible, nonstructural control techniques shall be utilized which shall:
 - a. Limit land disturbance and grading.
 - b. Maintain vegetated buffers and significant vegetation.
 - c. Minimize impervious surfaces.
 - d. Use terraces, contoured landscapes, runoff spreaders, grass, or rock-lined swales.
 - e. Use infiltration devices.- Not applicable, as drainage is not anticipated to be affected.

SECTION 15.01 – GENERAL PARKING REQUIREMENTS

As the current recreation use is in compliance with this section, and already utilizes substantially more parking than is anticipated by the proposed mini-storage use, the Commission deemed all of the requirements of this section to already be met and review of the site plan under this section is not applicable.

SECTION 15.02 - LOADING REQUIREMENTS

A. Adequate space for standing, loading and unloading, that avoids undue interference with public use of dedicated rights-of-way, shall be provided and maintained on the same premises with every building, structure or part thereof involving the receipt or distribution of vehicles or materials or merchandise. – Condition met, as noted on design page SP1.

B. Loading, unloading or parking of delivery vehicles and trailers in a Nonresidential District shall take place only in approved areas. Under no circumstances shall a delivery vehicle or trailer be allowed to park in a designated loading/unloading zone for longer than forty-eight (48) hours. – This condition was noted to the applicant, who publicly agreed on February 8, 2018, to comply with this provision of the Ordinance.

C. At least one (1) loading space per commercial or service establishment shall be provided in the B1 and B-2 Districts in addition to any required off-street parking area. Required spaces shall be provided in the rear yard. The Planning Commission may permit the side yard to be used for loading spaces, provided adequate screening is provided. – Not applicable.

D. All loading spaces in the Industrial District shall be at least ten (10) by fifty (50) feet, or other dimensions totaling at least five hundred (500) square feet in area, with a clearance of at least fourteen (14) feet in height. Loading dock approaches shall be provided with a pavement having an asphaltic or cement binder. – Not applicable for this use.

SECTION 15.04 - LIGHTING

A. The following lighting standards shall apply to all uses requiring site plan review:

1. Off-street parking areas shall be adequately lit to ensure security and safety. Ground lighting and wall pack lighting is encouraged in small developments over pole lighting to prevent unnecessary glare and sky glow which inhibits the view of the night sky and, therefore, negatively effects rural character. – Condition met, as noted on design page SP1.
2. Light fixtures shall be provided with light cut-off fixtures that direct light downward. Lighting shall not be attached to buildings or other structures that permit light to be directed horizontally. – Conditions met, design page SP1. As required, the lights will be directed downward, and to only light the building and immediately surrounding paved areas.
3. Lighting shall illuminate only the parking lot or other areas approved for illumination by the Planning Commission. – Condition met, as noted on design page SP1.
4. Site lighting fixtures shall be limited to thirty (30) feet in height. – Condition met, as noted on design page SP1.
5. Canopy lighting shall be mounted flush with the canopy surface. – Not applicable.
6. No light fixture shall protrude below the underside (facia) of any canopy. – Not applicable.

SECTION 15.05 - LANDSCAPING REQUIREMENTS

Commission – Determined that this is a long-developed industrial site in the midst of other industrial parcels and uses, the airport, and farming of open spaces. In 2012 the site plan for recreational use was approved without the need for additional vegetation, given the district and uses. On this basis, the Commission exercised its authority under subsection F to not require any new vegetation. Accordingly, review under this section is not applicable.

MOTION Winters, seconded by Cady, that the site plan for mini-storage use on parcel #33-10-10-16-400-015, 839 Eden Road, be approved as it meets the requirements of Chapters 14 and 15 of the Zoning Ordinance as determined by the Commission as reflected in the meeting minutes above.

CARRIED 7-0.

B. Consider Amendment to Zoning Ordinance, Chapter 16, Special Land Use

COMMISSION – had detailed discussion, based in part on what other jurisdictions have included in their ordinances, on what information should be included in the regulations of any such operation:

- No minimum parcel size will be added at this time.
- NEW - Water management could be addressed in the plans submitted. There is possibly a need for separate plans for surface water and ground water. It was noted that protection of surface water is already governed by state law and overseen by state agencies.
- Anticipated road traffic should be submitted as part of any plan.
- NEW – the operator could file an annual report of operations.
- NEW – possibly include a fuel and hazmat plan.
- An escrow account/mineral extraction fee will not be added at this time.
- NEW - A statement of purpose could be added, with the inclusion of health, safety, and welfare considerations.

- NEW – possibly consider the exemptions of other activities that alter the terrain but are not large scale, commercial mineral extraction.
- NEW – possibly specify the right of the Township to enter the property for official purposes.
- Consider all necessary permits, not just Township authorizations.
- NEW – address the filling in of pits as part of the reclamation plan.
- NEW – possibly add a timeline for addressing violations that are not based on a time-dependent contract. Ten days was discussed as a starting point for drafting.
- NEW – possibly add a provision to allow operations when the contract is time dependent.
- NEW – add definitions.
- NEW – possibly add consideration of water recharge areas.

Chair McNeilly – asked Commissioners to consider possible language prior to the next meeting.

VIII. Any Other Business

Chair McNeilly – the Commission needs to address processing of logs brought onto parcels in the Agricultural District.

Additional Public Comment

Mr. Fischer – Relative to gravel mining, Vevay Township has a lot more requirements than surrounding jurisdictions. Performance bonds are a good way of addressing problematic operations. Materials from off-site should be allowed to be brought to gravel mining operations, especially for crushing purposes as there is no better place than a gravel mine that's already performing crushing operations. Noise – rather than ~~require~~ require setbacks for equipment and operations, consider requiring temporary berms to block the noise, especially if there are nearby residences.

IX. Adjournment

There being no further business, the meeting was adjourned at 9:32 p.m.

John Lazet, Secretary