



Motion by Mr. Howell, supported by Mr. Fahndrich, to elect Mr. Nolan as vice-chairman of the Planning Commission for 2015.

**VOTE:        7 YEAS        0 NAYS        0 ABSENT        MOTION CARRIED**

Motion by Mr. Howell, supported by Mr. Gombar, to keep Mr. Nelson secretary of the Planning Commission for 2015.

**VOTE:        7 YEAS        0 NAYS        0 ABSENT        MOTION CARRIED**

- B.    S-15-01 - PTL Management LLC of Flint, Michigan is requesting site plan approval to construct an approximately 5,000 sq. ft. new building on the east end of the parking lot at the existing site located at 2750 Bay Road. (23-12-4-14-2006-000)**

Ms. Smith stated the existing building was constructed in 1953 and totals 9,250 square feet. The Planning Commission approved a site plan for this location in 2012, detailing a conversion of the previous use (carpet sales) to a mix of office, retail and warehousing. Since 2012, the space identified for warehousing has been converted to retail space, however, the parking demand remains close to what was originally approved as more than 4,500 square feet of the building is used as showroom space, which has the same parking demand as warehousing.

The submitted plans propose an additional, stand-alone building located on the southeast portion of the property totaling 5,000 square foot. The building is proposed to be subdivided to function as a four-unit commercial building and shown to be used for retail and/or office space.

Whereas the proposed use is permitted within a B-4, General Commercial zoning district, staff recommends approval of site plan S-15-01 with the ten (10) conditions listed in staff's report.

Mr. Lee Austin, a representative from Austin & Associates on behalf of PTL Management LLC, was present to answer any questions. Mr. Austin stated they would easily accommodate the requirements and work with staff.

Mr. Gombar then asked for public comments in favor or in opposition to the proposed site plan.

There being no comments, Mr. Gombar closed the public hearing portion of the proposed site plan.

Discussion followed among the Planning Commission members.

Motion by Mr. Nolan, supported by Mr. Howell, to recommend approval of the proposed site plan (S-15-01) with the ten (10) conditions listed below:

1. Approval of the final site plan by the Community Development Department, Fire Department, Building Department and Department of Public Services prior to issuing a building permit.
2. A revised storm water management plan is required.
3. The final site plan shall accurately depict all features on site, including landscaping, parking spaces and all paved areas. Any area that is used for parking and/or load and unloading shall be marked as required in the ordinance. No gravel or otherwise unpaved area is permitted to be used for parking, circulation or loading and unloading.
4. Sixty-five (65) parking spaces are required on-site. Concrete curb and gutter is required around the perimeter of the parking area, and around all landscaped islands and drive approaches.
5. A landscaped island is required to be installed at the west end of the new single bay of parking, adjacent to the entrance. This landscaped island shall be, at minimum, the width of the adjacent parking space. Pavement markings and signage shall be installed identifying the one-way circulation pattern.
6. A minimum five-foot wide raised sidewalk is required adjacent to the east side of the new building. The six-foot wide walkway provided along the north side of the new building shall be raised to function as a curb. Any portion of the building adjacent to a circulation drive must have a raised five-foot wide sidewalk or a curbed five-foot wide landscaped island.
7. A landscaping plan shall be reviewed and approved by the Township ensuring that all minimum landscaping requirements are met.
8. Any lighting for the proposed building should be shown on the site plan and shall have shields/reflectors so they do not negatively impact neighboring properties.
9. The sidewalk along the south side of the existing building should cross the parking lot and connect with the new walkway on the west side of the proposed building, and include changes in surface at the crossing.
10. A mutual access easement agreement shall be provided to the Township if it already exists regarding this property and the property to the north OR if not, the Township will prepare a mutual access easement agreement and it shall be executed.

**VOTE:        7 YEAS        0 NAYS        0 ABSENT        MOTION CARRIED**

**C.    S-15-02 - Wolgast Design Group LLC of Freeland, Michigan on behalf of Saginaw Control & Engineering of Saginaw, Michigan is requesting site plan approval to construct an approximately 73,000 sq. ft. addition to the existing building located at 95 Midland Road. (23-12-4-30-1007-000)**

Ms. Smith stated the proposed building addition is substantial and will result in a 32.3% change in the total building size. Of the proposed total square footage of the addition, the northeastern most corner of the building, approximately 55 feet wide by 125 feet long (6,780 square feet) is slated for use as a truck well. The proposed addition takes the place of the previous parking area. With this addition, parking is now redesigned. There has been an effort to minimize conflicts between employee parking and deliveries/truck parking. This is reflected in the large, unmarked paved area between the new addition/truck wells and the first landscaped island. Employee parking will be located further to the north and a marked pedestrian connection is provided to the building. Handicapped parking is relocated and consolidated on the eastern side of the building, parallel to M-47/Midland Road. Incorporated with this new expansion is an employee area, approximately 1,250 square feet that is located adjacent to the handicapped parking area. This employee area will be furnished with picnic tables and benches for outdoor employee eating and break times. Landscaping is provided along the perimeter of this area to both shield the employees from the public and the traffic along Midland Road as well as to shield the area from view.

The expansion and parking relocation shifts the parking area approximately one hundred forty-five (145') feet to the north. The property itself extends approximately two hundred (200') feet to the north. The street frontage bordering this area details nineteen (19) trees, consistent with the 30 feet on center spacing. These trees are evergreens and are noted to be at the size required by ordinance. Typically, staff requires deciduous trees but given the nature of the development, evergreen trees provide an effective screen and an inherent border or fence around the parking area. This is consistent with past development at this site.

There is an existing fence located around the perimeter of the parking area. It is proposed to be extended to enclose the new parking area. It is located on the west side of the proposed berm.

Whereas the proposed use is permitted within an M-1, Science and Industry zoning district, staff recommends approval of site plan S-15-02 with the conditions listed in staff's report.

Mr. Rick Keith, a representative for Wolgast Design Group LLC, and Mr. Cole VanStrydonk, a representative for Saginaw Control and Engineering were present to answer any questions. Mr. Keith stated they would comply with staff's requirements.

Mr. Gombar then asked for public comments in favor or in opposition to the proposed site plan.

There being no comments, Mr. Gombar closed the public hearing portion of the proposed site plan.

Discussion followed among the Planning Commission members.

Motion by Mr. Nelson, supported by Mr. Nolan, to recommend approval of the proposed site plan (S-15-02) with the four (4) conditions listed below:

1. Approval of the final site plan by the Community Development Department, Fire Department, Building Department and Department of Public Services prior to issuing a building permit.
2. A revised landscaping plan providing for the minimum landscaping quantities for shrubs (additional 35).
3. A storm water management plan is required.
4. Execution of a deferred parking agreement

**VOTE:        7 YEAS        0 NAYS        0 ABSENT        MOTION CARRIED**

**Receive and File All Correspondence:**

- A. A copy of the October, 2014 issue of Planning & Zoning News.

**Other New Business:**

- A. The Planning Commission reviewed and approved the meeting schedule for 2015.

**Adjournment:**

Motion by Ms. McGraw, supported by Mr. Fahndrich, to adjourn the meeting at 7:23 p.m.

**VOTE:        7 YEAS        0 NAYS        0 ABSENT        MOTION CARRIED**