

**1. Call to Order - THE MEETING WAS CALLED TO ORDER BY AT 7:00 PM**

**2. Pledge of Allegiance**

**3. Roll Call**

PRESENT: Joe Colaianne, Thomas Murphy, Larry Fox, Jeff Newsom, Sue Grissim, Michael Mitchell, Keith Voight

ABSENT:

**4. Approval of Meeting Agenda**

a. Motion to approve the agenda

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Jeff Newsom, Vice Chairman
<b>SECONDER:</b>	Thomas Murphy, Commissioner
<b>AYES:</b>	Colaianne, Murphy, Fox, Newsom, Grissim, Mitchell, Voight

**5. Approval of Meeting Minutes**

None

**6. Call to Public**

None

**7. Public Hearing**

None

**8. Old and New Business**

a. Site Plan #545 Wayne Homes

Chair Fox asked Director Langer to summarize the request.

Director Langer referred to the Zoning Map and the proposed site plan for the project. He stated:

- Office buildings are on either side.
- Residential structures located behind but an office zoning.
- Building would serve as the office and a display of the products offered.
- Wayne Homes builds single family homes on acreage or a single house in a subdivision but not entire subdivisions.
- This parcel is approximately one acre in size and is currently undeveloped.
- Requires Site Plan Approval from the Planning Commission; if granted, it will move on to construction.

Chair Fox invited the Applicants to introduce themselves and their project. The Applicants present were Ben Vogel & Joel Cardinal with Wayne Homes; James Barnwell with Desine Inc.

The Applicants stated the following:

- Not a developer, do not own property or subdivisions.
- Work directly with the customer through the design process.
- Customers enter the office on the first floor.
- Customers can tour the model home; it will be furnished.
- Basement has a design center with materials samples and some office space.

- Side access for the production team and second means of egress for the basement area.
- No more than four or five employees present on site.

Mr. Barnwell directed the Planning Commission to the Lighting Plan and the Landscaping Plan and stated the following:

- Lighting Plan shows the average for the parking lot and the entire site.
- Landscaping provided is above the minimum required and will adequately screen the parking area from M-59.
- There is an 80-foot setback from the road and the lot is higher than the road.
- The exterior is all brick, as required by the Ordinance.

Chair Fox directed the Planning Commission to the staff report and asked Director Langer to summarize the outstanding items.

#### Off-Street Parking

Director Langer stated the following:

- Required Off-Street Parking is 19 spaces; there is a formula based on building size for this calculation.
- Proposed are 17 spaces and does not comply with the requirement.
- Room for two banked parking spaces if needed in the future.
- Landscape Plan could be modified to accommodate these future spaces and still be compliant.

Mr. Barnwell stated the upper level of the structure included in the calculation is not truly occupied space but is meant for display only. He stated it would be their preference to keep the landscaping in place to screen the residential property to the south. If a future use needed the parking, the landscaping could be adjusted at that time. They are requesting a waiver for the additional two parking spaces.

The Planning Commission briefly discussed their options.

Commissioner Mitchell asked if there were any company trucks that would be utilizing the off-street parking. The applicant stated there are company trucks but the employees drive those vehicles home each night so there would not be two vehicles per employee requiring parking spaces.

Commissioner Voight stated his concern is the future use. He suggested the parking spaces be identified on the drawing as future parking but they could still be landscaped for this use. Chair Fox concurred and asked Director Langer if not having all of the parking on the site plan could impede a future use from gaining their Zoning Compliance approval.

Director Langer stated the following:

- This is an Office use.
- Zoning Ordinance clearly states the off-street parking calculation.
- Planning Commission approves the site plan but a change in the number of required off-street parking spaces would require approval from the Zoning Board of Appeals.
- The Applicant's choice is to either reduce the size of the building, making 17 spaces compliant, or make application for a variance from the Zoning Board of Appeals. Chair Fox added they could also revise the landscape and site plan as suggested, shading in the two banked parking spaces. If a future use needed the additional parking, it would be on the site plan and it would not be required to come back to the Planning Commission for approval.

Commissioner Murphy asked if the drainage and impervious surface calculations would have to be revisited with the potential future addition of two more spaces.

The Planning Commission briefly discussed the drainage issue. It was generally agreed that there should be appropriate storm water drainage even with the two spaces added.

Chair Fox asked if the Planning Commission was comfortable with having the banked spaces shown on the plan but the landscaping remaining as shown for this use at this time. The Planning Commission agreed.

#### Loading

Director Langer stated although a loading area is not depicted, it could be placed on the site in a manner that is consistent with how it has been previously applied to other sites. It is not currently shown on the site plan but it would not be difficult to add.

Chair Fox asked what sort of materials would be delivered to the site. The Applicant replied small items delivered by UPS or FedEx; no large items are delivered to the office. Chair Fox confirmed they could add a Loading area to the plan. The Applicant agreed.

#### Access Management

Chair Fox stated it was a safe assumption that Michigan Department of Transportation (MDOT) would approve the driveway location. Director Langer stated it is proposed for essentially the same location and MDOT typically will work with a property owner to locate a new driveway near a previous access. The Applicant added MDOT communicated to them their desire for the location to remain as it was previously. They do not yet have the approved permit yet but they did add all the revisions to the current site plan.

#### Landscaping - General Site Landscaping

Director Langer stated this requirement is difficult for Staff to determine compliance as the final approval of the proposed landscaping must come from the Planning Commission.

The Planning Commission briefly discussed the requirement and determined they are compliant.

#### Lighting

Director Langer confirmed there is a lighting plan included in the packet that shows the footcandles throughout the site. The Ordinance requires an average for the main entrance but does not define the area for the main entrance. The average footcandle values within the site were not included. The Applicant indicated there are several footcandle averages and max/min calculations shown on the plan in various places giving a general idea of that calculation. Director Langer stated he did not foresee this as being an issue.

#### Architecture/Building Materials

Chair Fox asked the Applicant to give an overview of the proposed structure.

The Applicant stated the following:

- Front is a combination of brick and stone with different patterns.
- Rear and sides are the same brick with accents of the same stone.
- Colors are consistent throughout the building.

Commissioner Voight asked if the garage door shown on the plan is the actual door to be installed. The Applicant stated it is. Commissioner Voight stated there are no requirements for garage doors but since it is along M-59, he is pleased to see it will be a nice looking door. The Applicant confirmed it was calculated in with the other materials in determining compliance.

Chair Fox asked if anyone had anything to add. No additional comments were made.

Commissioner Newsom offered the following motion. Seconded by Commissioner Grissim:

**Move to approve Site Plan Application #545, a request to construct a 2-story office building, approximately 7,289 gross square feet in size, with the following conditions:**

- 1. Approval is based on the site plans prepared by Desine Inc., dated January 11, 2017, subject to the site and landscape plans being revised to provide the required number of parking spaces or showing banked parking spaces, and providing a loading space; and**

**2. Compliance with all requirements of the DPW Director, Fire Marshal, and Township Engineer on the forthcoming Construction Plans.**

Motion carried unanimously.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Jeff Newsom, Vice Chairman
<b>SECONDER:</b>	Sue Grissim, Commissioner
<b>AYES:</b>	Colaianne, Murphy, Fox, Newsom, Grissim, Mitchell, Voight

**9. Call to Public**

None

**10. Planner's Report**

Director Langer reported the following:

- The Ordinance Review Committee has met and compiled a list of priorities. It was fairly unanimous to address the Farmer’s Market item first and look at the Special Event Ordinance. A meeting has been scheduled for next week to hear directly from someone involved with the Farmer’s Market and gather more information.
- Staff is looking for advice from the Planning Commission. The recording secretary is having difficulty deciphering the names of people offering Public Comments when transcribing the Minutes. Would the Planning Commission be open to having a sign-in sheet for those who speak at the meetings being mindful not to discourage anyone wishing to speak? The Planning Commission briefly discussed options. The consensus was to try having a sign-in sheet for participants to voluntarily sign.

**11. Committee Reports**

None

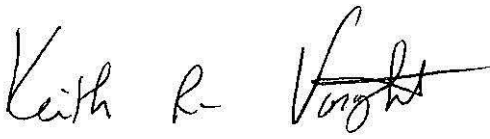
**12. Adjournment**

Motion to adjourn

**A motion was made by Commissioner Colaianne and seconded by Commissioner Voight. Motion carried unanimously. The meeting was adjourned at approximately 7:38 PM.**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Joe Colaianne, Trustee
<b>SECONDER:</b>	Keith Voight, Secretary
<b>AYES:</b>	Colaianne, Murphy, Fox, Newsom, Grissim, Mitchell, Voight

Submitted by,

A handwritten signature in black ink that reads "Keith R. Voight". The signature is written in a cursive style with a horizontal line extending from the end of the name.

Keith Voight  
Planning Commission Secretary