

CHARTER TOWNSHIP OF MONITOR  
REGULAR PLANNING COMMISSION MEETING  
March 3, 2015

The meeting was called to order by Chairman J. Bellor at 7:01 p.m.

The Pledge of Allegiance was recited.

Members present: E. Arnold, J. Bellor, D. Darland, J. Frank, C. Hoyle M. Morin

Members absent: B. Campbell

Also present: R. Sheppard, Planning Attorney; P. Lippens, Planner

**Motion by J. Frank seconded by M. Morin to adopt the agenda as presented.**

Motion carried.

**Motion by M. Morin seconded by C. Hoyle to approve the minutes of the February 3, 2015 regular meeting as presented.**

Motion carried.

**Public Input**

Chairman Bellor opened and closed public comment at 7:02 p.m. with no one present to speak.

**Items for Consideration**

NBS Commercial Interiors Site Plan Review for 09-100-V07-000-018-00 in Tech Park  
Planner Lippens reviewed the McKenna letter of February 24, 2015 regarding NBS Commercial Interiors application for a warehouse on Lot 18 of Tech Park.

The proposal meets the parking requirement, but recommends the calculation on the plan be updated to reflect the requirements in the ordinance. The ADA space needs to be expanded to 8' from 5'. Two additional trees need to be planted based on the width of the right-of-way for the length of the right-of-way. A greenbelt is necessary to screen the lot from the adjoining AG land on the west. There is a row of trees proposed on that side, but it is suggested that landscaping be added to that tree row so that it meets the minimum requirement for a greenbelt which means 4 additional trees and 34 shrubs.

The modifications needed are minimal and don't substantively change the layout of the site plan, therefore, McKenna recommends approval of this site plan.

The engineering review from Kibbe recommended approval with a question regarding the height of the curb. The applicant stated that a standard curb is to be used. The ADA spot needs to be signed as barrier free.

The fire department requires a second fire hydrant be placed on the northwest corner of the property.

Rick Keith, the architect with Wolgast, represents NBS Interiors. Revised plans were resubmitted last Thursday addressing the comments noted in the reviews. They met with the fire chief last Saturday and he is allowing one fire hydrant to be placed 120 feet off the right-of-way instead of the originally proposed 240 feet.

The drain in the loading dock is gravity drained to the storm system, not into the building.

Planner Lippens noted that he had received the new plans, but hasn't had a chance for a thorough review and a letter of approval for the Planning Commission.

Mr. Keith is asking for conditional approval tonight to allow the planner and engineer to address the resubmitted plans.

Mr. Keith is asking for reconsideration of the buffer on the west side due to the wooded area of much of the adjoining site.

The planner and attorney noted that the woods are trees that are on the neighbor's property and cannot be credited to the applicant.

Options were laid out for the applicant regarding the greenbelt on the west side and they opted to go with the recommendations of the planner.

**D. Darland moved to give tentative approval of the NBS Commercial Interior site plan for 09-100-V07-000-018-00 on Alliance Dr. in Tech Park subject to the items mentioned in the letters from McKenna dated 2-24-15, the Fire Chief dated 2-23-15, and Kibbe dated 2-24-15 being addressed as well as approval from the Drain Commissioner with a final conforming site plan submitted, reviewed, and approved by the planner. Supported by J. Frank.**

Roll call vote:

Yes: Frank, Hoyle, Morin, Arnold

No: Bellor

Absent: Campbell

**Motion carried.**

#### Planning Application Process

J. Bellor noted that 9 out of 10 items that are submitted to the Planning Commission are incomplete. He recommended a 60 day process during which all issues from the planner, engineer, fire department, and drain commission should be addressed before coming to the Planning Commission.

Discussion regarding an option for a streamlined process in which a face-to-face meeting with all of the consultants and the applicant takes place at a higher cost. Perhaps a sum is put in escrow and the balance returned.

There was a lot of discussion regarding present application fees, escrow accounts, and changes to the ordinance to reflect current practice.

**Motion by D. Darland to recommend to the Township Board that they review fees for items coming before Planning Commission and that an escrow account be set up for fees to be paid upfront with unused amounts being refunded. Also, the process of plan reviews be changed to a 60 day period, OR have an option of a potential 30 day process dependant on the completeness of the applicant's site plan with a face-to-face meeting with petitioner, planner, township engineer, fire chief, drain commissioner and whomever should be there. Support by M. Morin.**  
Motion carried.

### **Planner Updates**

There are two Site Plans that have been submitted and could be available for Planning Commission review at the April meeting. F. P. Horak is expanding in Tech Park and Bayfield has submitted a plan for Phase II.

It was noted by Attorney Sheppard that motions must be more precise and include language that identifies exactly what is being approved, such as "Phase One only", etc.

### **Communications**

**Motion by M. Morin supported by J. Frank to accept Communications. Motion carried.**

**Motion by C. Hoyle supported by E. Arnold to adjourn. Motion carried.**

Meeting was adjourned at 8:25 p.m.

Respectfully submitted,

Dan Darland  
Secretary

DD/jw