

**GENOA CHARTER TOWNSHIP
PLANNING COMMISSION
PUBLIC HEARING
MARCH 14, 2022
6:30 P.M.
MINUTES**

CALL TO ORDER: Chairman Grajek called the meeting of the Genoa Charter Township Planning Commission to order at 6:30 p.m. Present were Chris Grajek, Jim Mortensen, Marianne McCreary, Eric Rauch, Glynis McBain, Jeff Dhaenens, and Tim Chouinard. Also present was Kelly VanMarter, Community Development Director/Asst. Township Manager, Brian Borden of Safebuilt, and Shelby Byrne of Tetra Tech.

PLEDGE OF ALLEGIANCE: The pledge of allegiance was recited.

APPROVAL OF AGENDA:

Chairman Grajek advised that after reviewing the documents provided by the applicant for Item #4 on tonight's agenda, he has come to the conclusion that the applicant has failed to submit the required Special Land Use application for grading in the natural features setback. Therefore, he is asking for a motion to postpone this item indefinitely due to an incomplete application and associated public notice for the required Special Land use for grading in the natural features setback. The applicant must submit the proper applications in accordance with the review schedule to be placed on a future agenda. He asked for Planning Commission members for their input.

Commissioner Mortensen agrees.

The applicant stated that their application has been through two review letters and the need for this document was not stated. Ms. VanMarter stated that it was in both review letters from the Township Planner.

Commissioner Rauch questioned where this is noted in the review letters. Ms. VanMarter stated that in the Township Planner's review letter in tonight's packet it is listed in A.1.e and f, which states "The project includes grading and structures (drive, retaining wall, parking lot, and softball/baseball field) that encroach into the 25-foot natural feature setback. As such, a separate special land use review/approval is needed" and "The Township may wish to withhold a finding related to the impact criterion until such time as the natural feature setback encroachments can be fully evaluated."

Moved by Commissioner McCreary, seconded by Commissioner Mortensen, to approve tonight's agenda with the postponement of Agenda Item #4 - special use application, environmental impact assessment and site plan for a proposed 19,843 sq. ft. church and sports field located at 3850 Golf Club Road, southwest corner of Golf Club Road and Latson Road by Bible Baptist Church. **The motion carried unanimously with Commissioner McBain abstaining due to conflict of interest.**

DECLARATION OF CONFLICT OF INTEREST: None

CALL TO THE PUBLIC: The call to the public was made at 6:40 pm.

Mr. Steve Morgan of 4432 Glen Eagles Court stated that Ordinance Section 12.01 gives the Planning Commission the ability to waive requirements for wetlands. This plan was reviewed 18 months ago by the Planning Commission. The other items for Item #4 could have been heard that did not affect the wetland issue.

The call to the public was closed at 6:42 pm.

OPEN PUBLIC HEARING #1... Consideration of a sketch plan for a proposed project gateway sign as part of the Versa Development (Latson Road) PUD. The proposed sign is located on vacant land (4711-09-300-040) on the south side of 1-96 at mile marker 140.2. The request is petitioned by Covenant of Faith, LLC.

A. Disposition of Sketch Plan (1-27-22)

Mr. Todd Wyett was present. He stated that the proposed sign has already been approved in the PUD Agreement.

Mr. Borden stated that the PUD Agreement states that a sign may be installed and the Planning Commission has the authority to approve it. The size and style match what was depicted in the original PUD Agreement. A site location map was not submitted with this application so he suggests asking the applicant to provide that document for the file, which would include the landscape details.

Commissioner Mortensen is concerned about deviating from Genoa Township's standard colors for the logo by approving the recommended colors as noted on Page 11 of the site plan. Also, he knows that the Planning Commission has the authority to approve this sign; however, due to its location and size, he would recommend that the Township Board review and approve it.

Ms. VanMarter stated that she, the Township Supervisor and the Township Manager all worked with the applicant to develop the design of this sign, and the Board, by approval of the PUD Agreement, authorized the Planning Commission to approve this.

Commissioner Rauch suggested that the approval of the colors on the sign be approved by Township Staff if the design is approved by the Planning Commission. There would not be a need to have the Township Board review and approve it.

The call to the public was made at 6:56 pm with no response.

Moved by Commissioner Rauch, seconded by Commissioner Dhaenens, to approve the sketch plan dated January 27, 2022 for a proposed project gateway sign as part of the Versa Development (Latson Road) PUD on vacant land tax ID #4711-09-300-040, with the following conditions:

- Details on landscape plantings will be provided and approved by Township Staff.
- A site location plan will be provided.
- Township Staff will approve if the Township's standard colors or the recommended ones are used for the sign.

The motion carried unanimously.

OPEN PUBLIC HEARING #2... Consideration of a special use application, environmental impact assessment and site plan for a proposed 3,750 sq. ft. office building with outdoor storage located at 1247 Fendt Drive, north of Grand Oaks Drive. The request is petitioned by Al Halliday, A & J Cartage.

- A. Recommendation of Special Use Application
- B. Recommendation of Environmental Impact Assessment (2-23-22)
- C. Recommendation of Site Plan (2-23-22)

Mr. Scott Tousignant from Boss Engineering, Mr. Al Halliday of A&J Cartage, and Karl Vollmar of Vollmar and Pucci Architects were present.

Mr. Tousignant provided a summary of the topography and current use of the property and what is being proposed. It will be used primarily for truck storage and a small office building. With regard to the engineer and planner's review letters, he does not believe the existing detention basin will need to be revised to meet Livingston County Drain Commissioner's updated standards. They would like to waive the planting and berm requirements. They are not needed because of the industrial use that is adjacent to their property. They also do not feel they need to extend the greenbelt to the south.

Mr. Borden reviewed his letter dated March 8, 2022. He complimented the applicant on the improvements they made from the first submittal to the second.

1. Section 19.03 General Special Land Use Standards:
 - a. If the Commission feels the project conveys "a high-quality image," then it may be viewed as compatible with the Research and Development category of the Master Plan.
 - b. In order to make favorable findings related to compatibility and impacts, the use conditions of Section 8.02.02(b) need to be met to the Commission's satisfaction.
 - c. The applicant must address any comments provided by the Township Engineer or Brighton Area Fire Authority regarding public facilities and services.
2. Section 8.02.02(b) Use Conditions:
 - a. The Commission may allow gravel surfacing of the outdoor storage yard, pending a recommendation from the Township Engineer.
 - b. It is not clear that the height of materials stored outdoors (13.5') will be fully screened along the southerly side lot line.
3. Site Plan Review:
 - a. Building materials and colors are subject to Planning Commission review, and the applicant is to present samples for the Commission's consideration.

- b. Gravel surfacing for part of the driveway requires Planning Commission approval based on input from the Township Engineer.
- c. The Commission may allow existing plantings to remain in lieu of new; however, the site is deficient in terms of the required buffer zones along the side lot lines.
- d. There is sufficient area for additional plantings along the southerly lot line.
- e. We suggest the greenbelt plantings be extended to the south (given the removal of a curb cut).

Commissioner Rauch questioned the need for the screening along the southerly lot line. Mr. Borden stated currently there is no need for the screening due to the current use of the adjacent property; however, that could change so the screening may be needed.

Ms. Byrne reviewed her letter dated March 8, 2022:

1. The Livingston County Drain Commission is in the process of updating their design standards. The proposed detention basin is sized correctly per the current standards but should be updated to the new standard so that it is in compliance at the time of construction. More detail needs to be provided on the proposed detention basin and outlet structures.
2. The Petitioner is proposing to pave the proposed parking spaces and a portion of the drive. Township standards require that the drive and parking be paved with concrete curb and gutter. The remaining drive should be paved, but she has no objections to using gravel for the truck storage area.

The Fire Marshal's letter dated March 9 states that all of his previous concerns have been addressed.

Commissioner Rauch agrees with allowing gravel to remain for the truck storage area. It was noted that the truck storage area cannot exceed past the front of the building. The applicant will make a note on the plans.

The call to the public was made at 7:26 pm with no response.

Moved by Commissioner Rauch, seconded by Commissioner McCreary to recommend to the Township Board approval of the Special Use Application for a proposed 3,750 sq. ft. office building with outdoor storage located at 1247 Fendt Drive, north of Grand Oaks Drive being that this use is found to convey a high-quality image and is compatible with the Research and Development category of the Master Plan. **The motion carried unanimously.**

Moved by Commissioner Rauch, seconded by Commissioner Mortensen, to recommend to the Township Board approval of the Environmental Impact Assessment dated February 23, 2022 for a proposed 3,750 sq. ft. office building with outdoor storage located at 1247 Fendt Drive, north of Grand Oaks Drive. **The motion carried unanimously.**

Moved by Commissioner Rauch, seconded by Commissioner Dhaenens, to recommend to the Township Board approval of the Site Plan dated February 23, 2023 for a proposed 3,750 sq. ft. office building with outdoor storage located at 1247 Fendt Drive, north of Grand Oaks Drive, based on the following conditions:

- No berm is necessary along the south property boundary because the existing berm and vegetation is satisfactory.
- The building materials are satisfactory.
- The greenbelt berm and plantings shall be extended to the south due to the elimination of the curb cut.
- Gravel is an allowable surface for the truck storage area and the storage area shall not exceed into the front yard past the front building line.
- The applicant shall comply with the conditions of the Township Engineer's letter dated March 8, 2022.
- The applicant shall comply with the conditions of the Brighton Area Fire Authority Fire Marshal's letter dated March 9, 2022.

The motion carried unanimously.

OPEN PUBLIC HEARING #3...Consideration of a special use application, environmental impact assessment and site plan for a proposed climate-controlled indoor commercial storage business located at 2630 E. Grand River Avenue, south side of Grand River, east of Chilson Road. The request is petitioned by Schafer Construction, Inc.

- A. Recommendation of Special Use Application
- B. Recommendation of Environmental Impact Assessment (2-24-22)
- C. Recommendation of Site Plan (2-24-22)

Mr. Dan LeClair of Greentech Engineering and Mr. Matt Vetter of Schafer Construction were present. Mr. LeClair provided a review of the project. They are proposing 325 self-storage units. They had originally proposed outdoor storage on the eastern side of the building; however, that plan has been removed. One of the landscape plans in the packet incorrectly shows that plan, so he asked the Commissioners to disregard it.

In response to comments in the planner's letter, they are proposing to refinish the existing building facade. They would like to keep the materials, but change the colors of the block and wood and replace the glass. It is currently 76 percent block, 6 percent glass, and 17 percent wood with some vertical siding. Mr. Vetter showed proposed colored renderings.

Chairman Grajek questioned if the facade could be changed to appear to be more of different storefronts similar to the other portion of this property.

They are proposing some site improvements; specifically, fencing in the parking lot that is to the east side of the building, replacing the parking lot light fixtures with LED lights, and building a fence around the parking lot to the rear. They are seeking a waiver for the installation of the eight-foot wide sidewalk. They would like to provide a performance guarantee to install the

sidewalk so that it can be installed when sidewalks are installed on either side of them. They would also like to maintain the existing parking lot and not remove any parking spaces. They are not proposing to provide any additional plantings to the rear of the site due to the area being already heavily wooded. They are also asking for a reduction of the side yard and building setback requirements on the west property line.

They will comply with all requirements of the Township Engineer and the Brighton Area Fire Authority fire marshal's requirements.

Mr. Borden reviewed his letter dated March 8, 2022:

1. Section 19.03 General Special Land Use Standards:
 - a. In order to make favorable findings related to compatibility and impacts, the use conditions of Section 7.02.02(z) need to be met to the Commission's satisfaction.
 - b. The applicant must address any comments provided by the Township Engineer or Brighton Area Fire Authority regarding public facilities and services.
2. Section 7.02.02(z) Use Conditions:
 - a. The existing building does not meet the material requirements of Section 12.01; however, Planning Commission may modify these requirements in accordance with Section 12.01.04.
 - b. The applicant should be prepared to present material and color samples and/or a color rendering to the Commission as part of their review.
3. Site Plan Review:
 - a. An 8-foot wide bike path is required along Grand River. The applicant requests to provide a performance guarantee in lieu of pathway construction at this time. This is allowed per the zoning ordinance. Commissioner Mortensen would like the sidewalks to be installed at this time. Chairman Grajek agrees. Commissioner Rauch would like the sidewalks to be put in at the same time as the adjacent property owners, so the money should be held until the adjacent properties are redeveloped.
 - b. Given the amount of parking provided versus that proposed, Planning Commission approval is necessary, per Section 14.02.06. This use only requires approximately 30 parking spaces and there are almost 300 on this site. He agrees to have the Planning Commission allow this as excess parking instead of having the applicant remove it.
 - c. Maximum light pole height is 20 feet, while the plan notes 40 feet. Mr. Vetter agrees to change the light poles to meet the ordinance.
 - d. The landscape plan is deficient in greenbelt and buffer zone plantings; however, existing conditions restrict opportunities for full compliance, and the rear of the site contains an existing wooded area, which is noted by the applicant. The Planning Commission has the authority to modify landscaping requirements.
 - f. The landscape plan depicting mini-storage buildings must be removed from the submittal. The applicant referred to this in their presentation. Commissioner McCreary asked where the carts that customers will use will be stored. Mr. Vetter stated they will be stored in the covered area outside of the building. She asked if the Planning

Commission has a concern with long-term parking of moving vehicles, such as U-Hauls, etc. There was a discussion regarding allowing overnight parking in the proposed gated area to the east of the building. Ms. VanMarter noted that any vehicle parking after 72 hours would be considered outdoor storage, so a time limit would need to be put in place with either signage or in the rental contract.

Ms. Byrne reviewed her letter dated March 7, 2022:

1. Approval should be obtained by the Brighton Area Fire Authority prior to site plan approval. As indicated in their review letter dated February 16, 2022, the existing building may not have adequate hydrant coverage. Drawings that show the existing water main layout are attached for reference. The closest hydrant is in front of 2650 East Grand River Avenue. If an additional fire hydrant is required by the Fire Marshal, water main construction plans will need to be submitted to her office and MHOG Sewer and Water Authority for review and permitting after site plan approval has been obtained from the Township.
2. The proposed access to the existing southeast parking area is over a cross access easement on the adjacent property. This area is proposed to be fenced, thereby eliminating the cross access to the adjacent parcel. A new easement must be obtained consenting to the elimination of the cross access and for the construction of the drive, fencing, and curbing on the adjacent parcel.
3. The Livingston County Health Department has indicated that the existing well on site should be properly abandoned by a registered water well driller. This should be shown on the site plan.
4. Details for the proposed curb and gutter and the proposed asphalt section should be shown on the site plan and should match the details provided in the Genoa Township Engineering Standards.

The Brighton Area Fire Authority Fire Marshal's letter dated March 9, 2022 stated the following:

1. Two-way emergency vehicle access roads shall be a minimum of 26-feet wide. With a width of 26-feet. The perimeter drive around the outside self-storage units shall be a minimum of 26-feet wide. The drive width from the front parking to the side storage lot is not indicated at 26-feet as required. Fire lane signage shall be provided along the building front. Provide a detail of the fire lane sign in the submittal. Access roads to the site shall be provided and maintained during construction. Access roads shall be constructed to be capable of supporting the imposed load of fire apparatus weighing at least 84,000 pounds. (The 26-foot width is the minimum required for two-way access. The access drive width to the storage yard can be accommodated by modification to the existing canopy on the Northeast corner of the building.)
2. Access around the building and storage unit yard shall provide emergency vehicles with a turning radius of 50-feet outside and 30-feet inside. Vehicle circulation shall account for non-emergency traffic and maintain the vehicle within the boundary of lanes of travel. (Provide an emergency vehicle turning template for the storage yard and the front entry parking lot and drives utilizing the apparatus and details at the end of this letter. Entrance drive to the storage area does not meet width and radius

- requirements.).
3. The location of a Knox Box shall be indicated on future submittals. The Knox box shall be located adjacent to the main entrance of the structure, in a location coordinated with the fire authority. The gate to the rear storage yard shall be provided with a Knox Key Switch for control and bypass of the access control of the gate. (The Knox box is reflected on the main building above the FDC, however no detail or acknowledgement is provided for the storage yard access gate as required).
 4. During the construction process, the building will be evaluated for emergency responder radio signal strength. If coverage is found to be questionable or inadequate; the contractor or the building owner shall hire an approved contractor to conduct a grid test of the facility. If the signal strength coverage is found to be non-compliant, an approved emergency responder radio coverage system shall be provided in the building.
 5. Provide names, addresses, phone numbers, emails of owner or owner's agent, contractor, architect, on-site project supervisor.

Board Member McCreary asked if there will be a sign installed. Mr. Vetter stated they will be installing a sign and will receive the appropriate approvals.

The Planning Commission discussed the proposed facade design and colors. Commissioner Rauch believes this is a substantial improvement to what was there previously, noting that this building has been vacant for approximately seven years.

The call to the public was made at 8:10 p.m. with no response.

Commissioner McBain asked what they are doing with the parking lot and if some additional potted landscaping could be added to the entrance area since the asphalt abuts the cement near the door. Mr. Vetter agreed to add some landscaping near the doorway. They will also be removing and replacing the existing landscape island plantings and pulverizing/re-paving the parking lot.

Moved by Commissioner Rauch, seconded by Commissioner Mortensen, to recommend to the Township Board approval of the Special Use Application for indoor commercial storage business located at 2630 E. Grand River Avenue, south side of Grand River, east of Chilson Road being that the Planning Commission finds the conditions set forth in Section 19.03 are generally met and favorable findings of Section 7.02.02(z) of the Zoning Ordinance. **The motion carried unanimously.**

Moved by Commissioner Rauch, seconded by Commissioner McCreary, to recommend to the Township Board approval of the Environmental Impact Assessment dated February 24, 2022 for indoor commercial storage business located at 2630 E. Grand River Avenue, south side of Grand River, east of Chilson Road. **The motion carried unanimously.**

Moved by Commissioner Rauch, seconded by Commissioner Dhaenens, to recommend to the Township Board approval of the Site Plan dated February 24, 2022 for indoor commercial storage business located at 2630 E. Grand River Avenue, south side of Grand River, east of Chilson Road, with the following conditions:

- All requirements of the Fire Marshal's letter dated March 9, including the need for a hydrant, shall be met.
- All requirements in the Township Engineer's letter dated March 7, 2022 shall be met.
- While not compliant with Section 12.01 of the Zoning Ordinance, the Planning Commission finds the architectural renderings provided this evening to be an acceptable upgrade to what is currently there
- A performance guarantee in an amount to be determined by staff shall be provided prior to land use permit issuance. If the Township is required to install the sidewalk, the applicant shall provide the Township with an easement for its installation.
- The excess parking is found acceptable and the application acknowledges it will be repaved.
- The site lighting standards shall be met, which includes reducing the height of the poles to 20 feet or less.
- The existing outside well will be abandoned per Livingston County Health Department standards.
- The front and side yard buffers are acceptable as is.
- Any change to the cross-access agreement with the adjacent properties must be reviewed and approved by Township staff.
- The site shall be signed to advise that no overnight parking is permitted to exceed the township standards of 72 hours.
- A copy of the rendering presented this evening and the proposed paint colors shall be provided to Township Staff.

The motion carried unanimously.

OPEN PUBLIC HEARING # 5...Consideration of a request for approval of the 2022-2027 Capital Improvement Program as submitted by the Township Manager.

Ms. VanMarter stated the Planning Commission is required to approve the Capital Improvement Program. She reviewed the specific projects, which include road, parks and recreation, pedestrian movement, and facilities and grounds improvements.

Commissioner McBain suggested that improvements be made at the intersection of Latson and Golf Club. She suggested that this should be done before paving Golf Club Road because paving Golf Club Road to Hacker Road will just add more congestion to the dangerous intersection. Commissioner Rauch is pleased to see that the Bauer and Challis Road intersection is a priority. He also suggested improvements to the Bauer and Brighton Road intersection that could add more stacking to help with congestion related to the schools.

The Planning Commission suggested that the Park and Recreation portion include the addition of an ice or roller hockey rink. Commissioner McBain suggested shading the pickle ball courts.

The call to the public was made at 8:50 pm with no response.

Moved by Commissioner Dhaenens, seconded by Commissioner McBain, to approve the 2022-2027 Capital Improvement Program with the following suggestions:

- Improvements should be made at the intersection of Latson and Golf Club before paving Golf Club.
- Improvements should be made to the Bauer and Brighton Road intersection to help with school related congestion.
- The parks and recreation plan should include the addition of an ice or roller hockey rink.
- The pickle ball courts should be shaded.

The motion carried unanimously.

ADMINISTRATIVE BUSINESS

Staff Report

Ms. VanMarter reviewed the upcoming items for the April Planning Commission Meeting. She also reminded the Planning Commission of the Special Meeting on Monday, March 28, 2022.

She asked for input on amending the ordinance to allow schools in more of the commercial districts. They are currently allowed in all residential districts with special use and also in PRF and OSD. She feels that commercial districts are more appropriate for this use than residential due to the traffic impacts. The Commissioners agreed that it seems appropriate for commercial areas. Ms. VanMarter responded that she will initiate a minor zoning ordinance amendment before the Planning Commission for review and approval.

Approval of the February 14, 2022 Planning Commission meeting minutes

Needed changes were noted.

Moved by Commissioner McCreary, seconded by Commissioner Mortensen, to approve the minutes of the February 14, 2022 Planning Commission Meeting as corrected. **The motion carried unanimously.**

Member Discussion

There was a discussion regarding having two Planning Commission meetings each month if the Township continues to receive a lot of applications. Having more than five items on an agenda is too much and is reason to have a second meeting.

Commissioner McCreary suggested for the Township to use video messages as a way of communicating to residents regarding important topics.

Adjournment

Genoa Township Planning Commission
March 14, 2022
Approved Minutes

Moved by Commissioner McCreary, seconded by Commissioner Mortensen, to adjourn the meeting at 9:26 pm. **The motion carried unanimously.**

Respectfully Submitted,

Patty Thomas, Recording Secretary

APPROVED