

CHARTER TOWNSHIP OF UNION
Planning Commission
Regular Meeting Minutes

A regular meeting of the Charter Township of Union Planning Commission was held on May 21, 2024, at 7:00 p.m. at the Union Township Hall.

Meeting was called to order at 7:01 p.m.

Roll Call

Present: Buckley, Gross, Lapp, McDonald, Olver, Shingles, Squattrito, and Thering

Others Present

Rodney Nanney, Community and Economic Development Director; Peter Gallinat, Zoning Administrator; Tera Green, Administrative Assistant

Approval of Agenda

Thering moved Gross supported to approve the agenda as presented. **Vote: Ayes: 8. Nays: 0. Motion Carried**

Approval of Minutes

Olver moved Thering supported to approve the April 16, 2024 regular meeting minutes as presented. **Vote: Ayes: 8. Nays: 0. Motion carried.**

Correspondence / Reports/ Presentations

- A. Board of Trustees updates by Thering – Gave updates on the Board of Trustees Meeting.
- B. ZBA updates by Buckley – No updates were given.
- C. Community and Economic Development Monthly Report
- D. Other Reports – N/A
- E. Peter Gallinat, Zoning Administrator gave a presentation on the Rural Bikeways and Sidewalks webinar
- F. Planning Commission accepted Doug LaBelle’s resignation letter
- G. Planning Commission acknowledged a letter from Ben Gunning regarding Sidewalk Policies
- H. Planning Commission acknowledged a letter from David Kerr regarding the proposed Private Road Ordinance

Public Comment

Open 7:21 p.m.

No comments were offered.

Closed 7:23 p.m.

New Business

- A. **PFINALSPR24-02 Final Site Plan Review Application for the new Valvoline Instant Oil Change at 4448 E. Bluegrass Road.**
 - a. Introduction by staff
 - b. Updates from the applicant
 - c. Commission review of the site plan
 - d. Commission deliberation and action (approval, denial, approval with conditions, or postpone action)

Nanney introduced the PFINAL24-02 Final Site Plan for the proposed Valvoline Instant Oil Change Facility, finding the plan was in good order. Nanney reviewed the key findings. The final site plan meets the requirements of Section 14.2.P (Required Site Plan Information) and 14.2.S (Standards for Site Plan Approval). The design fully conforms to all applicable site development standards of the Zoning Ordinance. It is the staff's recommendation to approve the PFINAL24-02 site plan.

The applicant Angela Garcia was available for questions. The Commission deliberated

Olver moved **Gross** supported to approve the PFINAL24-02 final site plan dated March 25, 2024 for a 3,334 square-foot Valvoline Instant Oil Change facility on the south side of East Bluegrass Road west of Encore Boulevard in the southwest quarter of Section 26 and in the B-5 (Highway Business) zoning district, finding that the site plan fully complies with the applicable Zoning Ordinance requirements for final site plan approval, including Sections 14.2.P (Required Site Plan Information) and 14.2.S. (Standards for Site Plan Approval). **Roll Call Vote: Ayes: Buckley, Gross, Lapp, McDonald, Olver, Shingles, Squatrito, and Thering. Nays: 0. Motion carried.**

B. PSPR22-19 Prestige Center Assisted Living and Memory Care Expansion at 5785 E. Broadway Road – Request for Extension of the Final Site Plan Approval

- a. Introduction by staff
- b. Updates from the applicant
- c. Commission deliberation and action (approval, denial, or postpone action)

Nanney reviewed the PSPR22-19 Final Site Plan Extension requested noting that the applicant provided a written letter requesting an extension. The site conditions have not changed and the approved (final) site plan remains in conformance with applicable provisions of the Ordinance. The staff has no objection to Planning Commission approval of the requested extension.

Olver moved **Shingles** supported to approve an extension of the expiration date for 365 calendar days to June 17, 2025 for the previously approved PSPR22-19 Prestige Centre Assisted Living and Memory Care Expansion final site plan dated November 16, 2022, located at 5785 East Broadway Road in the northeast quarter of Section 13 and in the PUD (Planned Unit Development) zoning district, finding that the conditions for an extension in Section 14.02.Q.3. (Expiration and Extension of Site Plan Approval) have been satisfied. **Roll Call Vote: Ayes: Buckley, Gross, Lapp, McDonald, Olver, Shingles, Squatrito, and Thering. Nays: 0. Motion carried.**

C. PMINOR24-08 Minor Site Plan for the Prestige Center Assisted Living and Memory Care Expansion at 5785 E. Broadway Road – Planning Commission review and action on the modified sidewalk location and landscaping modifications

- a. Introduction by staff
- b. Updates from the applicant
- c. Commission deliberation and action (approval, denial, or postpone action)

Nanney introduced the PMINORSPR24-08 Minor Site Plan amendments for the Prestige Center Assisted Living and Memory Care Expansion reviewing that the plan is consistent with the applicable standards of Section 14.2.P (Required Site Plan Information and Section 14.2.S. (Standards for Site Plan Approval). Based on the findings noted in the staff report for the modified sidewalk location along E. Broadway Road and alternative landscaping design, staff recommends approval of these amendments as presented. Mr. Nanney noted that, if the Planning Commission approves the amended sidewalk location and landscaping, the Zoning Administrator would then be able to take final action on the PMINOR24-08 Minor Site Plan.

Applicant, Kevin Willis and Engineer, Justin Lonstreth were available for question. The Commission deliberated.

Olver moved **Gross** supported to approve the modified sidewalk location along East Broadway Road and alternative landscaping design as depicted on the PMINO24-08 Minor Site Plan for the Prestige Centre Assisted Living and Memory Care Expansion at 5785 East Broadway Road in the northeast quarter of Section 13 and in the PUD (Planned Unit Development) zoning district. **Roll Call Vote: Ayes: Buckley, Gross, Lapp, McDonald, Olver, Shingles, Squatrito, and Thering. Nays: 0. Motion carried.**

D. Review of the Proposed Sidewalk and Pathway Ordinance

- a. Introduction of staff
- b. Commission discussion and questions
- c. Commission deliberation and action (recommendation to the Board of Trustees for adoption, adoption with additional recommended changes, or rejection)

Nanney presented the Sidewalk and Pathway Ordinance Punchlist Report outlined the existing Ordinance and identified its deficiencies. Nanney proposed to update the Township Sidewalk and Pathway Ordinance No. 2009.03.

During the commission's discussion, concerns were expressed regarding the language in Section 4.B, taken from the Michigan Public Act 246 of 1931, allowing the Board of Trustees to propose a cost-sharing mechanism to establish a Township-wide sidewalk and pathway construction fund.

There was some confusion distinguishing between what the Commission is recommending as a Sidewalk and Pathway Ordinance versus updating the policies established in 2018 for temporary relief from sidewalk construction under certain circumstances, prompting a suggestion to have a separate discussion focused on these policies following completion of the Commission's review of the proposed ordinance.

During their review, there was a consensus among the commissioners that a clarification was needed to section 10.B to amend the language to clarify Township and private party responsibilities for sidewalk and pathway maintenance, repair, and replacement.

Buckley moved **Olver** supported to postpone action on the ordinance review until the June 18th meeting in order to see amended language in the ordinance. **Ayes: Buckley, Gross, Lapp, McDonald, Olver, Shingles, Squatrito, and Thering. Nays: 0. Motion carried.**

Other Business

A. Review of the Proposed Private Road Ordinance for recommendations to the Board of Trustees

- a. Introduction by staff
- b. Commission discussion and questions
- c. Deliberation and action (recommend to the Board of Trustees for adoption, adoption with additional recommended changes, or rejection; or to postpone action)

Nanney revisited the proposed Private Road Ordinance report dated April 8, 2024, highlighting that no changes had been made since the April 16th meeting. Nanney addressed comments made by Mr. Kerr, suggesting the removal of section 4 from the Existing Private Roads section. Nanney

emphasized that this section sets two standards: a minimum width of 20 feet a minimum height of 15 feet, ensuring unobstructed access for emergency vehicles. He also noted that without this section all existing private roads would be required to conform to the full standards that would apply to a newly developed private road.

Discussion was held. The importance of educating the residents and property owners on Special Assessment Districts was emphasized.

Lapp moved **McDonald** supported to recommend to the Board of Trustees that the proposed Private Road Ordinance with a draft date of April 8, 2024 be adopted as presented. **Roll Call Vote: Ayes: Buckley, Lapp, McDonald, Shingles, Squatrito, and Thering. Nays: Gross and Olver. Motion carried.**

Extended Public Comments

Open: 9:34 p.m.

Ben Gunning, 2270 E Broomfield Rd., appreciated the discussion and the knowledge he gained through the discussion. Hopes that the Planning Commission will look at the Sidewalk and Pathways policies. David Kerr, 2485 E. Broomfield Rd., commented on his preference to change the language in section 4.0 "Requirements for Existing Private Roads and Shared Driveways" of the proposed Private Road Ordinance.

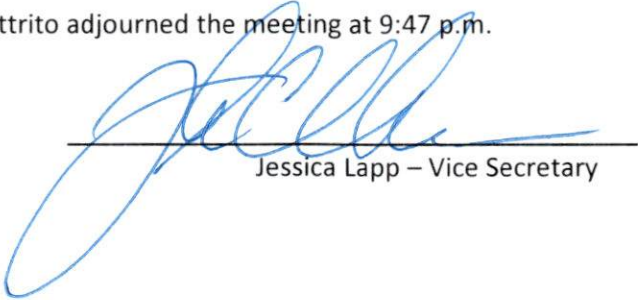
Bob Summerville, 3678 St. Andrew Dr., representing Riverwood Resort, emphasized his desire for the township to tread lightly when implementing the sidewalk ordinance, particularly in the rural parts of town.

Closed 9:46 p.m.

Final Board Comment

Adjournment – Chair Squatrito adjourned the meeting at 9:47 p.m.

APPROVED BY:



Jessica Lapp – Vice Secretary

(Recorded by Tera Green)