

**Palmyra Township
Planning Commission Special Meeting Minutes
May 3, 2022**

Meeting called to order at 7:02 p.m. by Planning Commission Chair Deborah Comstock at the Palmyra Township Hall, 6490 Palmyra Rd.

Members present: Deborah Comstock, Laurie Isley, Carmen Loar, Vivian Pell, Mark Crane

Members absent: Ryan Mapstone, Laura Brown

Audience Attendance: 4

Motion Isley, support Pell to approve the agenda as amended. **Motion carried**

Add to New Business:

- Article VIII - General Provisions review
- Sun 101 presentation

Written Comment: None

Public Comment:

- Supervisor Pixley reported that the Board had approved to pay for the Planning Commission members to attend the MTA Planning & Zoning training held on May 31, 2022, in Frankenmuth.
- Supervisor Pixley reported that a Special Meeting with Attorney Mike Homier is scheduled on May 19, 2022, 11:00 am, at the Township Hall, to discuss the solar ordinance.

Unfinished Business:

- **Review of Article VII – Site Plan Review:** Motion Isley, support Loar to replace Article VII – Site Plan Review of the Zoning Ordinance #11-2020 with the language of Article VII – Site Plan Review of the working document of the Zoning Ordinance. **Roll call vote: Comstock – yes; Crane – abstain; Pell – yes; Isley – yes; Loar – yes Motion carried** Motion Isley, support Pell to amend the following in Article VII – Site Plan Review of the working document of the Zoning Ordinance (**Motion carried**):
 - Strike “pursuant to Section 9.04” in Section 7.06, C, #6.
 - Strike “See Section 8.49, Wind Energy Facilities” in Section 7.06, F.**(See below for amendments)**

New Business:

- **Viasat barrier:** Discussed with no action required. A ZBA Public Hearing is scheduled for May 26, 2022, 7:00 pm, at the palmyra Township Hall, to discuss a variance request submitted by Viasat/SSC, Inc.
- **Special Meeting & Public Hearing:** Motion Isley, support Pell to schedule a Special Meeting and Public Hearing on Monday, May 23,2022, at 7:00 pm, to discuss the Amendments of Section V – Nonconformities; Section VI – Special Approval Uses; and Section VII – Site Plan Review. **Motion carried**
- **Sun 101:** Discussed with no action required. Deborah Comstock encouraged the PC members to attend the Sun 101 presentation to gain a better understanding of solar.
- **Special Meeting:** Motion Crane, support Loar to schedule a Special Meeting at 7:00 pm, on Monday, June 6, 2022, at the Palmyra Township Hall, for the purpose of reviewing and discussing Article VIII – General Provisions of the Zoning Ordinance #11-2020.
- **PC Secretary nomination:** Discussed with no action taken at this time. The Planning Commission agreed to postpone the nomination until the next meeting.

Adjournment

Motion Pell, support Isley to adjourn at 8:19 p.m. **Motion carried**

Next PC Regular Meeting: September 6, 2022

ARTICLE VII
SITE PLAN REVIEW

SECTION 7.01 - INTENT

The intent of this Article is to require Site Plan Review and to provide for consultation and cooperation between the developer and the Township to realize maximum utilization of land and minimum adverse effects upon the surrounding land uses. Through application of these provisions, compliance with the Zoning Ordinance and the Master Plan of the Township will be assured, and the Township will develop in an orderly fashion consistent with public health, safety, and welfare.

SECTION 7.02 -- REQUIREMENTS

- A. No grading, removal of trees or other vegetation, land filling, or construction of improvements shall commence for any development which requires Site Plan approval, until a Site Plan is approved.

- B. Preliminary Site Plans shall be required for all Special Land Uses as set forth in Article VI.

- C. An applicant may also elect to submit a Preliminary Site Plan as an optional step to obtain feedback on a proposed development. A Preliminary Site Plan shall meet all of the criteria and standards set forth in Section 7.03.

- D. Final Site Plan Review and approval as set forth in Sections 7.04-7.09 is required for all proposed uses and structures within the Township except for individual single-family dwellings. Farm buildings and structures shall not be exempt from the Site Plan Review and approval process except where buildings or structures conform to and are regulated by an applicable GAAMP as adopted and published by the Michigan Department of Agriculture, or its successor, and as amended from time to time. Further, such buildings and structures shall be exempt from the Site Plan approval process only as to those details, regulations, and requirements which are specifically delineated and set forth in the applicable GAAMP.

- E. Final Site Plan Review and approval as set forth in Section 7.04-7.09 is required for existing principal or accessory structures or uses (including parking lots) where an alteration, addition, expansion, change or conversion:
 - 1. Constitutes an increase to the existing structure or use of one thousand (1,000) or more square feet or ten (10) percent, whichever is less;
 - 2. Would require a variance from the provisions of this Ordinance, regardless of its size.

SECTION 7.03 - PRELIMINARY SITE PLAN

- A. A Preliminary Site Plan is a generalized Site Plan required to be submitted for review of Special Land Uses by the Township Planning Commission. An applicant may also elect to submit a Preliminary Site Plan as an optional step in the overall Site Plan Review process to obtain feedback on a proposed development. The purpose of such preliminary review is to confirm compliance with Township standards, policies and relationship to the Master Plan, as well as to suggest changes necessary, if any, for the Final Site Plan approval.
- B. Applicants shall file a Preliminary Site Plan in conjunction with a Special Land Use application, as set forth in Section 6.04.
- C. Information Required for Review – Every Preliminary Site Plan submitted to the Planning Commission shall include the following information:
 - 1. The description, location, size and shape of the property involved.
 - 2. The shape, size, and location of existing and proposed buildings, parking areas and service drives, loading zones, location of existing and proposed public streets serving the property, and natural features including topography and soils.
 - 3. The location of all existing and proposed water and sewage treatment systems serving the property.
 - 4. Any other information deemed necessary to illustrate properly the development concept to the Planning Commission.

- D. The Planning Commission shall review the Preliminary Site Plan to determine if a Special Land Use may be approved, and/or if the overall development concept of an optional Preliminary Site Plan is acceptable.
 - 1. Approval of the Special Land Use and Preliminary Site Plan by the Planning Commission shall constitute approval of the Special Land Use but shall vest no rights in the applicant regarding approval of the Final Site Plan inasmuch as the specific details of a Site Plan prepared in accordance with Section 7.04 serve as the basis for determining that all Township standards have been met.

SECTION 7.04 - FINAL SITE PLAN

- A. All Final Site Plans shall be submitted to the Township Clerk at least twenty-one (21) days prior to the next scheduled meeting of the Planning Commission and must contain the following:
 - 1. A completed application signed by the owner; if the owner is a corporation, the application must be signed by a corporate officer; if the owner is a partnership, the application must be signed by a general partner; if the owner is an individual or individuals, each individual owner must sign the application.
 - 2. At least 6 copies, as determined by the Township, of the Site Plan meeting all informational requirements set forth in Section 7.06 as determined by the Township. Incomplete plans will not be accepted.
 - 3. All items as required by Section 7.06 shown on the Site Plan.
 - 4. Required fees.
 - 5. Upon receipt of a complete application and Site Plan, the Township Zoning Administer shall place review of the Site Plan on the next Planning Commission agenda.
 - 6. The Township may refer the Site Plan to the Township Planner and Engineer for review as well as other applicable outside agencies.
- B. Planning Commission Review. The Planning Commission will consider the application and take one (1) of the following actions:

1. Approval. Upon finding that the application and Final Site Plan meet the criteria of Site Plan Review in Section 7.05, the Planning Commission shall recommend approval.
2. Approval with Minor Revisions. Upon finding that the Application and Final Site Plan meet the criteria of Site Plan Review in Section 7.05, except for minor revisions, which can be made and confirmed without further technical review, the Planning Commission may recommend approval, conditioned upon said revisions being made and reviewed by appropriate Township staff and/or consultants.
3. Tabling. Upon finding that the application and Final Site Plan do not, but could, meet the criteria of Site Plan Review in Section 7.05 upon the making of revisions, confirmation of which requires further technical review, the Planning Commission may table its recommendation until the revised Final Site Plan is resubmitted to the Planning Commission.
4. Denial. Upon finding that the application and Final Site Plan do not meet one (1) or more of the criteria of Site Plan Review in Section 7.05 and that revisions necessary to meet said criteria are so extensive as to require the preparation of a new Site Plan, the Planning Commission shall recommend denial.

SECTION 7.05 - CRITERIA of FINAL SITE PLAN REVIEW

The Site Plan shall be reviewed and approved upon a finding that the following conditions are met:

- A. The proposed use will not be injurious to the surrounding neighborhood.
- B. There is a proper relationship between major thoroughfares and proposed service drives, driveways and parking areas and provisions have been made for acceleration, *deceleration* and passing lanes or approaches to preserve the safety and convenience of pedestrian and vehicular traffic.
- C. The location of buildings, outside storage receptacles, parking areas, screen walls and utility areas is such that the adverse effects of such uses will be minimized for the occupants of that use and surrounding areas.

- D. It provides for proper development of roads, easements, and public utilities and protects the general health, safety, welfare, and character of the Township.
- E. It meets the requirements and standards for grading and surface drainage and for the design and construction of storm sewers, storm water facilities, parking lots, driveways, water mains, sanitary sewers and for acceleration, deceleration and passing lanes or approaches as determined by the Township Zoning Administer and as set forth in any Township design and construction standards, which may be established.
- F. Proper access to all portions of the site and all sides of any structure is provided. All structures or groups of structures shall be so arranged as to permit emergency vehicle access by some practical means to all sides. Site features such as, but not limited to, trees and other plant materials, fences, retaining walls, berms, outdoor furniture, outdoor structures, and natural and artificial water bodies shall be arranged to permit adequate emergency vehicle access.
- G. Natural resources will be preserved to the maximum extent possible in the site design by developing in a manner, which will not detrimentally affect or destroy natural features such as lakes, ponds, streams, wetlands, steep slopes, groundwater, and woodlands.
- H. The proposed development respects the natural topography to the maximum extent possible by minimizing the amount of cutting, filling, and grading required.
- I. The proposed development will not cause soil erosion or sedimentation.
- J. Storm water management systems and facilities will preserve the natural drainage characteristics and enhance the aesthetics of the site to the maximum extent possible, and will not substantially reduce or increase the natural retention or storage capacity of any wetland, water body or watercourse, or cause alterations which could increase flooding or water pollution on or off site.
- K. Wastewater treatment systems, including on-site septic systems, will be located and designed to minimize any potential degradation of surface water or groundwater quality.
- L. A site which includes storage of hazardous materials or waste, fuels, salt, or chemicals will be designed to prevent spills and discharges of polluting materials to the surface of

the ground, groundwater or nearby water bodies. See additional requirements in Article X.

M. The location of buildings, parking, drives, landscaping and other improvements on the site is appropriate and consistent with good design standards for the lot size, shape and general location.

N. Landscaping, including grass, trees, shrubs, and other vegetation is provided to maintain and improve the aesthetic quality of the site and area.

O. The proposed use complies with all Township Ordinances and any other applicable laws.

SECTION 7.06 - INFORMATION REQUIRED on FINAL SITE PLAN

Final Site Plans, as required under Section 7.02, shall consist of an overall plan for the entire development. Sheet size shall be at least 24" x 36" with plan view drawn to a scale of 1" = 40' for lots less than three acres or 1" = 80' for lots three (3) or more acres. A Final Site Plan submitted for review and approval shall contain all of the following data prior to its submission to the Planning Commission for review.

A. General Information:

1. Proprietors, applicants, and owner's names, addresses, email addresses, and telephone numbers.
2. Date (month, day, year), including revisions.
3. Title block.
4. Scale.
5. North point.
6. Location map drawn at a scale of 1" = 2,000' with north point indicated.
7. Architect, Engineer, Surveyor, Landscape Architect, or Planner's seal.

8. Existing lot lines, building lines, structures, parking areas, etc. within the site, and within one hundred (100) feet of the site.
 9. Proposed lot lines, property lines and all structures, parking areas, etc. within the site, and within one hundred (100) feet of the site.
 10. Centerline and existing and proposed right-of-way lines of any street.
 11. Zoning classification of petitioner's parcel and all abutting parcels.
 12. Gross acreage figure.
 13. Proximity to major thoroughfares and section corners.
- B. Physical features.
1. Acceleration, deceleration, and passing lanes and approaches.
 2. Proposed locations and dimensions of access drives, street intersections, driveway locations, sidewalks, bike paths, curbing and areas for public use.
 3. Location of existing and proposed service facilities above and below ground, including:
 - a. Well sites.
 - b. Septic systems and other wastewater treatment systems. The location of the septic tank and the drain field (soil absorption system) should be clearly identified.
 - c. Chemical and fuel storage tanks and containers.
 - d. Storage, loading, and disposal areas for chemicals, hazardous substances, salt and fuels.
 - e. Water mains, hydrants, pump houses, standpipes and building services and sizes, where applicable.
 - f. Sanitary sewers and pumping stations, where applicable.

- g. Storm water control facilities and structures including storm sewers, swales, retention and detention basins, drainage-ways, and other facilities, including calculations for sizes.
 - h. Location and dimension of all easements.
4. Location and dimensions of all existing and proposed structures with dimensioned floor plans, setback and yard dimensions, and typical elevation views.
 5. Dimensioned parking spaces and calculations, drives, and method of surfacing.
 6. Exterior lighting locations and illumination patterns.
 7. Location and description of all existing and proposed landscaping, berms, fencing, and walls.
 8. Trash receptacle and transformer pad location and method of screening.
 9. Dedicated road or service drive locations.
 10. Entrance details including sign locations and size.
 11. Designation of fire lanes.
 12. Any other pertinent physical features.
- C. Natural features.
1. Soil characteristics of the parcel to at least the detail provided by the U.S. Natural Resources Conservation Service's "Soil Survey of Lenawee County, Michigan."
 2. Existing topography with a maximum contour interval of two (2) feet, both on the site and beyond the site for a distance of one hundred (100) feet in all directions. Grading plan, showing finished contours so as to clearly indicate required cutting, filling and grading.
 3. Location of existing drainage-courses and associated bodies of water, on and off site, and their elevations.

4. Location of existing wetlands.
5. Location of natural resource features, including woodlands and areas with slopes greater than ten (10) percent (one (1) foot of vertical elevation for every ten (10) feet of horizontal distance).
6. An impact assessment pursuant to Section 9.04.

D. Additional requirements for residential developments.

1. Density calculations by type of unit by bedroom counts.
2. Designation of units by type and number of units in each building.
3. Carport locations and details where proposed.
4. Specific amount and location of recreation spaces.
5. Type of recreation facilities to be provided in recreation space.
6. Details of a community building and fencing of swimming pool if proposed.

E. Additional requirements for commercial and industrial developments.

1. Loading/unloading areas.
2. Total and usable floor area.
3. Number of employees in peak usage.
4. A detailed plan for restoration after an operation ceases for six (6) months or after hazardous contamination of the property along with a performance guarantee in an amount to be determined by the Palmyra Township Board.

F. See Section 8.49, Wind Energy Facilities

SECTION 7.07 - NOTICE of ACTION or RECOMMENDATION

The Planning Commission shall note on a Final Site Plan any action or recommendation regarding that Plan and provide at least one (1) copy of that Plan together with any required written findings, conditions or reasons to the Clerk. A copy of the Planning Commission minutes shall be sufficient to satisfy the requirement.

SECTION 7.08 - BUILDING PERMITS and CONFORMITY to FINAL SITE PLAN

After filing of the approved application and Final Site Plan, satisfaction of any conditions of said approval and compliance with this and other Township Ordinances, a building permit may be issued. All development and construction shall be in complete conformity with the Site Plan as approved, together with any conditions imposed.

SECTION 7.09 - EXPIRATION of APPROVAL

Final Site Plan approval is valid for a period of one (1) year from the date of Planning Commission action within which time all necessary building or construction permits shall be secured and construction recommenced. The Planning Commission may grant an extension of Site Plan approval for up to one (1) year. All requests for extensions shall be made in writing and include a statement of why the extension is necessary and confirmation of ability to complete construction in conformity with the Final Site Plan as approved.