



Conway Township Planning Commission

Monday, December 9, 2024 | 7:00pm

Conway Township Hall | 8015 N. Fowlerville Road, Fowlerville, Michigan 48836

- 1. CALL TO ORDER / PLEDGE**
- 2. ROLL CALL**
- 3. CALL TO THE PUBLIC**
- 4. APPROVAL OF PLANNING COMMISSION MEETING December 9, 2024 AGENDA**
- 5. APPROVAL OF THE November 11, 2024 MEETING MINUTES**
- 6. COMMUNICATIONS**
 - a. Zoning Administrator's Report
 - b. Livingston County Planning Commission Update/Report
 - c. Update from the last Board Meeting
- 7. OLD BUSINESS**
 - a. Elm Street Wholesale – Special Use Permit
 - b. Kreeger Site Plan Review
- 8. New BUSINESS**
 - a. None
- 9. PLANNING COMMISSION MEMBER DISCUSSION**
- 10. 2nd CALL TO THE PUBLIC**
- 11. ADJOURNMENT**

Any person may speak for up to 3 minutes during the public comment period.

Next Meeting will be Monday, January 13, 2024



Conway Township Planning Commission Meeting Minutes
 Monday, November 11th, 2024 | 7:00pm EST
 Conway Township Hall | 8015 N. Fowlerville Road, Fowlerville, MI 48836

Agenda	Items Discussed	Actions to be Taken
Attendees	PC Members Present: George Pushies - Ex-Officio, Shawn Morrison, Sarah Porter, Mike Stock, Lucas Curd- Chair, Mike Brown- Vice Chair, and Kayla Poissant- Secretary Zoning Administrator – Russ Cesarz Livingston County Planning Commissioner: Dennis Bowdoin Township Attorney: Abby Cooper, JD, Michael D. Homier (ABSENT) Township Planner: McKENNA- Ashley Cepeda	None
Call to Order/Pledge	Chair, L. Curd called the Conway Township Planning Commission meeting to order at 7:00pm and led the Pledge of Allegiance.	None
Approval of Agenda	Motion to accept the meeting agenda for November 11th, 2024. Motion by M. Brown. Support S. Porter. Motion Approved.	Motion Approved
Approval of Oct 2024 Minutes	Motion to accept meeting minutes from October 14th, 2024. Motion by S. Morrison. Support by M. Brown. Motion Approved.	Motion Approved
Call to the Public	None at this time.	None
Communications	a. Zoning Administrator Report: Per the email from R. Cesarz, in Oct there was Land Use Permits for a new house and a post frame building, Land Use Waivers for two re-roofs, and a wood stove. R. Cesarz is trying to get more bids for the Township Building. There is one contractor working out the licensing piece on their end. The mold removal contractor is waiting to get paid, but R. Cesarz is	None

	<p>waiting on paperwork deemed the building mold free and the attic checked out officially.</p> <p>b. Board Ex-Officio Report: G. Pushies stated that he requested the email be sent out to the PC of the minutes, but hasn't seen anything at this point. He referred back to the minutes from the Board Meeting and Special Meeting.</p> <p>c. Livingston County Planning Commission Report: D. Bowdoin stated that the LCPC denied Tyrone's renewable energy ordinance, denied Handy's conditional rezoning, and approved some amendments and rezoning in Unadilla, Brighton, Genoa and Putnam. Tyrone's was denied due to it being illegal and placing in into a swamp.</p>	<p>None</p> <p>None</p>
<p>Old Business</p>	<p>a. Planner Discussion- McKenna approved by the Board on Oct 15th, 2024- L. Curd stated that the Township voted and approved McKenna as the new Township Planner at the meeting on Oct 15th.</p> <p>b. Conflict of Interest for Kreeger Site Plan- S. Porter described her possible conflict of interest with Kreeger Fuel due to two of her children either work or have worked for the applicant of the site plan. S. Porter submitted the letter to the PC Secretary after reading it to the PC.</p> <p>Motion to include Sarah Porter in the Kreeger Site Plan review and that the PC Board has deemed no conflict of interest. Motion by L. Curd. Support by G. Pushies. Motion Approved.</p> <p>c. Kreeger Site Plan Review- L. Curd stated that the PC received comments from both the Planner and the Attorney. A. Cepeda went through her review of the site plan. Below are the main points of the review.</p> <p>Use- The applicant needs to clarify the type of machine sales activity that is proposed; additional reviews and information may be required with this use.</p> <p>Dimensional Requirements- In compliance.</p>	<p>Motion Approved</p>

Building Design- Additional building design is recommended, especially on facades with “blank walls” such as the north elevation as this property is largely surrounded by residential uses.

Parking, Loading, and Access- In compliance.

Accessible Parking Spaces and Dimension- The length of the barrier-free parking space must be extended to 20 feet in length.

Off-Street Loading- The applicant must increase the width of their loading zone space to 12 feet.

Access- The applicant needs to submit a truck turning diagram.

General Circulation- The applicant must include vehicular and pedestrian circulation features within the development site.

Lighting- The applicant must update light poles which require a maximum height of 20 feet each pole. A photometric plan must also be provided to verify compliance with all exterior lighting requirements.

Trash Container- In compliance.

Landscaping- Under Screening, it was largely unclear from the sheet LA if the ordinance standards were met, and additional information must be provided.

Tree Removal- The Consent Judgement requires the applicant to remove all trees along Fowlerville Rd. that impacts the visibility of the property.

Signs- No formal sign plan was submitted, and if signage is proposed, the applicant may submit a sign permit application that can be reviewed. (A second document was submitted to the PC)

The PC discussed the drive entrance width. M. Stock asked if the Planner received the questions submitted to R. Cesarz. A. Cepeda stated that she did not receive them. M. Stock brought up his concern of the sale items being seen from the road. The PC, Planner, and Attorney discussed, and it was deemed that the consent judgement did cover this and prevails. The PC discussed the photometric plan mentioned in the Planner review and what would be included.

	<p>Motion to allow the applicant access to all information given to the PC from McKenna and Abby Cooper and to communicate with the Planner and Attorney openly as needed to allow plan revisions to be submitted at the next PC Meeting including the illumination (photometric) plan but not limited to the revised drawing. Motion by M. Brown. Supported by M. Stock. Motion Approved.</p> <p>Wayne Perry stepped forward addressing the PC Board. He stated that the comments the PC received were excellent. S. Porter asked about the maximum employee count of 2, which Mr. Perry stated that the store can and will be run with 2 employees. He stated that changes will be made to their site plan, and be ready for the December PC Meeting. Mr. Perry stated that he will get the photometric plan as well, and submit everything asap. He did mention that some of the items needed or needed to be updated are done by other contractors, but will submit asap. Mr. Perry had no issues with the comments from A. Cooper, and will make the necessary adjustments.</p> <p>There was a discussion on bituminous material. M. Brown brought up his concern with the back pump and potential spills. Mr. Perry went over the different scenarios of the bituminous material and concrete with a spill and stated that with bituminous material, it is easier to clean up and takes the spill longer to spread. S. Porter brought up her concerns on that mathematics and measurements on the site plan. Mr. Perry stated that he would clarify those. It was also discussed that the adjoining property/house was not included in the plan. There was a discussion about the parking spaces and why they were on the south side vs. the north side of the plan. This was brought up as a concern for the headlights going into the adjoining properties house.</p> <p>S. Porter asked about section 409 from the LCPC recommendations from the original submission. A. Cooper clarified that the consent judgement rules and that section no longer applies.</p> <p>A. Cepeda brought up that in section 6.16 Section A Subsection 1 Subsection D of the ordinances, it mentions that a total obscuring hedge is required.</p>	<p>Motion Approved</p>
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	<p>Within the consent judgement, it mentioned some compliance pieces needed to be done at the applicant's other building/store. It was suggested that the applicant get with the Township about verifying compliance at the other building, and get approval in writing from the Township.</p> <p>It was brought up that the applicant may be planting trees on the adjoining property to block light from the site. A. Cooper brought up that it would need an easement agreement and other conditions that would need to be in place if that is what would take place.</p>	
New Business	None at this time.	None
Commission Discussion	M. Stock brought up Land-Use waivers and that the description or conditions are not mentioned in the ordinances. He mentions that the procedures are also not listed, and that surrounding areas do not charge \$25 for the waivers. Discussed continued.	None
Last Call to the Public	The second call to the public resulted in no comment.	None
Adjournment	Motion to adjourn at 8:38pm. Motion by G. Pushies. Support by M. Stock. Motion Approved.	Motion Approved

Respectfully Submitted:

Kayla Poissant,
PC Secretary

Approved:

Lucas Curd,
PC Chair



MCKENNA

December 3, 2024

Planning Commission
Conway Township
8015 N Fowlerville Road
Fowlerville, MI 48836

Subject: SITE PLAN REVIEW #2:
Site Plan application received July 17, 2024
ID #: 4701-10-300-020

Applicant: Conway Land Company, LLC.

Location: West of Fowlerville Road, North of Mohrle Road

Zoning: C- Commercial District

The applicant proposes to construct a gas station and convenience store on a largely vacant property (approximately 5-acres in size, as outlined in red below). Convenience stores are permitted outright and service stations are permitted as a special land use in the C-Commercial District.

Per the recorded Consent Judgement dated November 7, 2023, the applicant is permitted to operate a service station without seeking a special land use permit.

However, site plan review and approval is still required, and the Planning Commission conducted its first review at its November meeting. At that time, several updates were requested on a revised plan; the revised plan has since been submitted and we have the following comments based on the requirements of the Zoning Ordinance and sound planning principles.



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SITE PLAN REVIEW

- 1. Use.** The use of a convenience store, service station, and agricultural equipment and supplies sales is permitted under the current zoning and per the Consent Judgement.
- 2. Dimensional Requirements.** The proposed project complies with the dimensional requirements of Section 10.04, as well as the requirements in the Consent Judgement.

Standard	Requirement	Proposed
Minimum Lot Area	2 acres	5.01 acres
Minimum Lot Width	150 feet	411 feet
Minimum Front Yard Setback	110 feet	212 feet
Minimum Rear Yard Setback	50 feet	263 feet
Minimum Side Yard Setback (North)	50 feet	158 feet
Minimum Side Yard Setback (South)	50 feet	130 feet
Maximum Building Height	3 stories, or 40 feet	22 feet, 7 inches

- 3. Building Design.** The applicant has provided elevations for the proposed convenience store. Building materials include metal wood look siding, metal horizontal siding, metal wood look batten and board siding, faux wood columns, and metal roofing.
- 4. Parking, Loading, and Access.**

A) **Number of Parking Spaces.** The parking standard for the site is as follows:

Requirement	Applicable Measurement	Number of Spaces Required	Number of Spaces Provided
Business Services: One space for each 300 square feet of gross floor area provided for sales purposes, plus one space for each employee on the largest working shift.	4,000 sq. ft. gross floor area; 2 employees at peak shift	14 + 2	16
Total Spaces		16	16

The number of parking spaces are compliant with Section 15.04.

- B) Accessible Parking Spaces and Dimensions.** Per Section 15.02(F), one barrier-free parking space is necessary, which is provided. The minimum width of each barrier-free parking space is 8 feet and the minimum length of each space is 20 feet. Additionally, a 5-foot wide access aisle is required. The applicant has shown parking space striping detail as 9 feet wide and the parking spaces as 8 feet wide by 20 feet long.
- C) Parking Surface.** The parking spaces are proposed to be paved with bituminous pavement. Concrete pavement is proposed underneath the canopy and tanks.
- D) Off-Street Loading.** Section 15.06 states that a commercial use with 5,000 square feet of gross floor area shall provide at least one truck standing, loading and unloading space. There is a dedicated loading zone behind the northwest corner of the building. Loading spaces shall be a minimum size of 12 feet in width and 30 feet in length. The proposed loading space is 12 feet wide by 50 feet in length.



- E) **Access.** There are two proposed curb cuts along Fowlerville Road that each total 39 feet in width. Section 13.10(t) allows for up to 2 ingress and egress drives between 30-40 feet in width. A truck turning diagram has been provided.
- F) **General Circulation.** The applicant has provided the vehicular and pedestrian circulation features within the development site in accordance with Section 14.03(B).

5. **Lighting.** Section 6.16(J) states that light shall not exceed more than 1.0 foot candles at an Agricultural-Residential zoned property line. Additionally, all lighting for parking areas shall be directed away from and shall be shielded from adjacent residential districts. Based on the proposed plan there is no measurement higher than .8 foot candles at the property line, which is the east property line on Fowlerville Rd.

Section 13.10(t) states that the gas station canopy lights must be fully recessed, and the total output shall be limited to forty (40) lumens per square foot of canopy. In no case shall outdoor lighting trespass onto an abutting property. The canopy is estimated to have a maximum of 36,000 lumens (12 lights X 3,000 lumens from LDN6 lights) with a maximum 90,480 lumens allowed.

The applicant has updated light poles to be compliant with Section 15.05(D), which requires a maximum height of 20 feet for each pole.

6. **Trash Container.** The applicant has proposed a dumpster located at the NW corner of the site to be constructed of a wooden cedar fence that is 6 feet high, with wooden gates in the front.

7. **Landscaping.**

- A) **Screening.** All nonresidential uses are required to have at least one landscaping and screening option.

The applicant has proposed installing a mixture of berms and greenbelts that must meet the following requirements per Section 6.16. All four sides of the site must meet these screening requirements since each side abuts a residential use or district and a public road. This includes information in the chart below.

Greenbelt Screening	
Requirements	Proposed
Minimum width of fifteen (15) feet.	All three greenbelts are 15' in width.
At least one deciduous tree (minimum 2.5 inch caliper) and four (4) minimum eighteen inch (18") high shrubs per forty (40) lineal feet of street frontage.	Refer to sheet LA1 for the required landscape calculations. Of the 19 deciduous trees required, only 3 are deciduous and 16 are evergreen. The Planning Commission may approve substitution of evergreen trees for up to fifty percent (50%) of the required trees. 65 shrubs are required and 65 shrubs have been provided. <u>The evergreen trees must be replaced with deciduous trees unless Planning Commission chooses to substitute up to 50% of the required trees with evergreens.</u>
Shall contain grass, ground cover, six-inch (6") deep wood chips or six-inch (6") deep crushed stone and curbed or edged as necessary.	Sod with straw mulch.



Berm Screening	
Requirements	Proposed
Minimum berm height of 2 feet, with a crest at least 3-feet in width.	<u>Unclear if crests are 3-feet in width, must be dimensioned.</u>
At least one deciduous tree (minimum 2.5 inch caliper) provided for every 30 lineal feet of berm length.	Refer to sheet LA1 for the required landscape calculations. <u>32 trees are required and 33 trees have been provided. However, all are required to be deciduous trees and 26 are listed as evergreens.</u>
At least one minimum 18" high shrub provided for each 100 square feet of berm surface area.	144 shrubs are required and 144 have been provided.
Berm slopes shall be protected from erosion by sodding or seeding.	Sod with straw mulch.

The number of plantings has been satisfied, but the use of mostly evergreens is not in compliance. Additionally, Section 6.16(A)(1)(d) states that where headlights from parked vehicles will shine into the roadway or adjacent uses, the Planning Commission may require use of a totally obscuring hedge including evergreens. The Planning Commission must decide whether the use of berms and greenbelts is appropriate screening, granting a waiver for the 50% evergreen tree usage for the greenbelts, and/or whether the use of a totally obscuring hedge is required.

- B) **Parking Lot Landscaping.** Landscaped island(s) shall be provided in all off-street parking lots with twenty-five (25) or more spaces.

Parking Lot Landscaping.	
Requirements	Proposed
Landscaped islands shall be provided at a ratio of at least one hundred fifty (150) square feet of island for every ten (10) spaces.	Refer to sheet LA1 for the required landscape calculations. 240 sq. ft. is required and 416 sq. ft. has been provided.
At least one deciduous tree (minimum 2.5 inch caliper) shall be planted for each island.	Refer to sheet LA1 for the required landscape calculations. 2 deciduous trees are required and 2 have been provided.
Each landscaped island shall be provided for with ground cover (including shrubs) and mulch.	4 shrubs have been provided and the landscaped islands are mulched.

- C) **Tree Removal.** As part of the Consent Judgement, the applicant is required to remove all trees along Fowlerville Road that impact the visibility of the property.

8. Signs. The following regulations per Article 17: Sign Standards of the Zoning Ordinance apply:

1. Section 17.03(A): If a site plan review is required for a proposed project that a proposed sign shall be part of, the proposed signage shall be reviewed as part of the site plan review procedure for the entire project, pursuant to Article 14, and a separate sign application shall not be necessary.
2. **Sign Area.** 2 square feet per 1 feet of building length, measured as a straight line between building corners, not no single sign shall exceed 48 square feet.



Sign Complies: The proposed sign measures 48 square feet with a building length of approx. 115 feet.

3. **Maximum Height.** 6 feet if part of a planting bed; feet otherwise.
Sign Complies: The proposed sign measures 6 feet tall.
4. **Quantity.** 1 per road frontage provided the frontage dimension meets a minimum of 50% of the District's required frontage dimension.
Sign Complies: There is only one proposed sign.
5. **Maximum Sign Setback.** 15 feet, except 50 feet from an adjacent yard if such yard is in the Agricultural Residential or Residential District.
Sign Complies: The proposed sign has a setback of 15 feet.
6. **Lighting.** Exterior illumination of a sign shall not result in reflected light that exceeds a brightness level of 0.3 foot candles above ambient light as measured according to the same specifications for EMC signs.
More Information Needed: Lighting detail must be provided.

RECOMMENDATION

Based upon compliance with the Zoning Ordinance and the recorded Consent Judgement, it is recommended that the Planning Commission grant site plan approval, conditional to submitting a revised site plan that addresses the monument sign lighting and landscaping screening requirements as directed during the discussion of the Planning Commission.

If you have any questions regarding these review comments, please do not hesitate to contact us.

Sincerely,

McKENNA

Ashley Cepeda
Associate Planner