

**CHARTER TOWNSHIP OF VAN BUREN  
PLANNING COMMISSION - VIRTUAL MEETING ON ZOOM  
May 12, 2021  
MINUTES**

**Prior to the start of the meeting, the public was given instructions on how to take part in the meeting.**

Chairperson Thompson called the meeting to order at 7:32 p.m.

**ROLL CALL:**

**Present:** Cullin, Kelley, Budd, Jahr and Thompson.

**Excused:** Atchinson.

**Staff:** Director Power, Director Best and Secretary Harman.

**Planning Representatives:** McKenna Associate, Vidya Krishnan and Fishbeck Associate, Stephen Clayton.

**Applicant(s) in Attendance:** Mr. Nasser of NC Designers on behalf of owner IS Real Estate/Belleville Oil Company, Inc. and Tim Kratz for Jiffy Lube International, Inc.

**Audience:** Five (5).

**APPROVAL OF AGENDA:**

Motion Jahr, Cullin second to approve the agenda of May 12, 2021 as amended, removing Item #1 under New Business, Case 21-020 - 42101 South Interstate 94 Service Drive Ornamental Pond.

**Roll Call:**

**Yeas:** Budd, Kelley, Cullin, Jahr and Thompson.

**Nays:** None.

**Absent:** Atchinson.

**Motion Carried.**

**APPROVAL OF MINUTES:**

Motion Jahr, Cullin second to approve the regular meeting minutes of April 14, 2021 and April 28, 2021 as presented.

**Roll Call:**

**Yeas:** Kelley, Cullin, Jahr, Budd and Thompson.

**Nays:** None.

**Absent:** Atchinson.

**Motion Carried.**

**NEW BUSINESS:**

**ITEM #1:        20-005 – PRELIMINARY SITE PLAN REQUEST FOR MOBIL GAS STATION REDEVELOPMENT AND DRIVE-THRU.**

**A REQUEST BY NC DESIGNERS ON BEHALF OF OWNER, IS REAL ESTATE LLC/BELLEVILLE OIL COMPANY, INC. FOR PRELIMINARY SITE PLAN APPROVAL TO DEMOLISH BUILDINGS ON AN EXISTING GASOLINE STATION SITE AND TO CONSTRUCT A NEW CONVENIENCE STORE WITH RETAIL AND FOOD SERVICE, INCLUDING A DRIVE-THRU LANE AND ONE (1) DRIVE-THRU WINDOW, GASOLINE PUMPS AND RELATED SITE IMPROVEMENTS.**

**LOCATION: THE +/- 1.06-ACRE SITE, ZONED C-1 – GENERAL BUSINESS DISTRICT, IS LOCATED AT 11250 HAGGERTY ROAD (TAX PARCEL NUMBER 83-051-99-0003-002), AT THE NORTHWEST CORNER OF THE INTERSECTION OF THE I-94 NORTH SERVICE DRIVE AND HAGGERTY ROAD.**

Director Power gave a brief presentation. A public hearing for special land use was held on July 22, 2020. At that time, the Planning Commission received no comments from the public and recommended approval of the requested special land use. However, the Planning Commission also postponed the action on reviewing the project's preliminary site plan submittal at the recommendation of staff to allow for additional required site plan details to be provided that had not been addressed. The applicant has now submitted a set of civil and architectural plans for review. The plans address a number of previous zoning, engineering and fire design detail deficiencies. Staff now recommends conditional approval of the preliminary site plan submittal. A number of the conditions are in place which must be addressed as part of the engineering review, prior to, or at the time of final site plan submittal. Pending the Planning Commission's recommendation, the special land use request will be considered by the Board of Trustees. If approved by the Board of Trustees, the project will undergo Wayne County and Van Buren Township engineering review and then final site plan review.

Vidya Krishnan of McKenna Associates presented her special land use review letter dated 4-19-21. The Planning Commission made a recommendation for approval of the special land use to the Township Board of Trustees at its meeting held on July 22, 2020. However, the site plan still had several unaddressed issues and the special land use request was not forwarded to the Township Board of Trustees for approval. At this time, McKenna Associates believes that the revised site plan addresses all of the key concerns on the site plan and the proposed use meets the general standards for consideration of special land use approval. The Planning Commission's special land use recommendation can be forwarded to the Board of Trustees.

Vidya Krishnan of McKenna Associates presented her preliminary site plan review letter dated 4-19-21. The applicant has been working with the Township for the past several months to revise the design of the site for improved circulation and overall site design. While there are a few items remaining to be addressed, these can be addressed prior to final site plan approval. Therefore, McKenna Associates recommends preliminary site plan approval for the proposed Mobil gas station located at 11250 Haggerty Road, subject to the following conditions:

1. Confirmation that the gas station and drive-thru will have a maximum of three (3) employees in the largest working shifts.
2. Approval of the proposed storm water detention system by the Township Engineer and Wayne County.
3. Revision of the light fixture for the canopy and details of the light pole with height.

4. Installation of a shingled roof for the building and canopy or use of an alternate metal roof color, per Planning Commission recommendation.
5. Details of all existing and proposed signage including sign area, height, material, lighting etc.
6. Removal of the existing non-conforming pole sign on the site.

Fishbeck Associate, Stephen Clayton, presented Paul Kammer's preliminary site plan review letter dated 4-22-21 recommending the Planning Commission grant the Mobil Gas Station project preliminary site plan approval for engineering feasibility. With this recommendation, it should be understood that the applicant is required to conduct further investigation of all existing site utilities, adjust and expand on their underground utility design to accommodate these findings and complete a set of engineering drawings that meet all the requirements of the Township Engineering Standards, the Wayne County Department of Public Services and all comments listed in the review letter.

Director Power presented Fire Marshal Lenaghan's review letter dated 4-8-21 recommending approval subject to the following conditions:

1. Door leading from the sales floor to the storage room needs to swing in the direction of egress travel.
2. At attended motor fuel dispensing facilities, the devices or disconnects shall be readily accessible and labeled with an approved sign stating "EMERGENCY FUEL SHUTOFF".

Mr. Nasser of NC Designers gave a brief presentation. The owner decided on new construction for the site to clean it up, enhance the area and bring it up to code. The engineering plan has been sent to Wayne County for review, a sign package was submitted to the Township for review and the applicant is willing to make any changes that are necessary to follow requirements of the ordinance. Mr. Nasser was present to answer any questions.

Commissioner inquired if there was any concern about the stacking spaces for the drive-thru. Vidya Krishnan informed that the site complies with the required number of stacking spaces. Commissioner liked how they pulled the roof together, possibly a different color, likes the metal roof concept as it is much more durable than asphalt for a commercial use, agreed the signs need to be brought up to code and the whole property when being redone must be in conformance. Chairperson Thompson addressed the applicant, inquiring if they are in agreement to change the canopy lighting and remove the pole sign. Mr. Nasser will make the changes necessary to comply with the canopy lighting and will follow up with the owner regarding the removal of the pole sign. Vidya Krishnan of McKenna Associates informed Mr. Nasser that once the Planning Commission takes action, the removal of the pole sign is a requirement.

No comments from the audience.

**Motion Kelley, Jahr second to grant the applicant, NC Designers, preliminary site plan approval for the demolition and redevelopment of the property located at 11250 Haggerty Road, based on the analysis and subject to the conditions detailed in the McKenna Associates review letters dated 4-19-21, Fishbeck Associates review letter dated 4-22-21 and Fire Department review letter dated 4-8-21.**

**Roll Call:**

**Yeas: Cullin, Kelley, Budd, Jahr and Thompson.**

**Nays: None.**

**Absent: Atchinson.**

**Motion Carried. (Letters Attached)**

**ITEM #2: 20-012 – FINAL SITE PLAN: JIFFY LUBE MINOR VEHICLE SERVICE.**

**A REQUEST BY APPLICANT JIFFY LUBE INTERNATIONAL, INC. ON BEHALF OF OWNER MEIJER, INC. TO CONSTRUCT A +/- 3,064 SQUARE FOOT MINOR VEHICLE SERVICE BUILDING ALONG WITH RELATED SITE IMPROVEMENTS.**

**LOCATION: THE PROPOSED SITE PLAN IS LOCATED ON THE SOUTH SIDE OF TYLER ROAD EAST OF BELLEVILLE ROAD ON A PROPOSED +/- 0.71-ACRE OUTPARCEL TO BE DIVIDED AND CREATED FROM PORTIONS OF THE 39.4-ACRE PARENT PARCEL AT 9701 BELLEVILLE ROAD (83-058-99-0006-705) AND A VACANT 1.33-ACRE PARCEL (83-058-99-0006-707). THE PROPERTY IS ZONED C-2, EXTENSIVE HIGHWAY BUSINESS DISTRICT AND ALSO IN THE BELLEVILLE ROAD OVERLAY DISTRICT (BROD).**

Director Power gave a brief presentation. Minor vehicle service is a special land use in the C-2 District, which requires a public hearing. The public hearing was held at the November 11, 2020 Planning Commission meeting. Following the special land use recommendation and preliminary site plan approval by the Planning Commission, the project's special land use approval was granted by the Township Board of Trustees on December 1, 2020. The applicant has completed an extensive engineering review and received Wayne County approval.

Vidya Krishnan of McKenna Associates presented her review letter dated 5-5-21. All of the conditions of preliminary site plan approval have been met at this time. Therefore, McKenna Associates recommends the Planning Commission grant final site plan approval for Jiffy Lube to be located at 9701 Belleville Road, subject to submission of recorded copies of the parking and access easements.

Fishbeck Associate, Stephen Clayton, presented Paul Kammer's review letter dated 5-4-21 recommending the Planning Commission grant the Jiffy Lube multiservice center final site plan approval based on their engineering review. However, until the comments in the review letter are amended per the Township Engineering Standard and approved by the Township Water & Sewer Department, final EGLE permits cannot be submitted and the preconstruction meeting cannot be held.

Director Power presented the Van Buren Fire Department review letter dated 4-19-21 recommending approval subject to the following condition that NFPA 1 2018 needs to be reflected on the final site plan drawings.

Tim Kratz of Jiffy Lube International, Inc. gave the presentation. The applicant has reviewed all of the planning and engineering comments, intends to meet all requirements and will continue to work with Township staff and engineers. Mr. Kratz displayed a plan sheet and color rendering

of the exterior façade; the thin brick veneer has been removed and replaced with a full brick veneer in order to comply fully. The look, color and materials match what currently exists in the Belleville Road Overlay District (BROD).

Commissioner inquired if the tax parcel ID number is now combined or brand new. Director Power informed that the parcel division was approved by the Township Assessor and the land split application will assign a new parcel ID number. Commissioners liked the color rendering of the building.

No comments from the audience.

**Motion Jahr, Cullin second to grant Jiffy Lube International, Inc. final site plan approval to construct a 3,064 square foot minor vehicle service building along with related site improvements, located at 9701 Belleville Road, subject to the conditions and requirements in the McKenna Associates review letter dated 5-5-21, Fishbeck Associates review letter dated 5-4-21 and Van Buren Fire Department review letter dated 4-19-21.**

**Roll Call:**

**Yeas: Budd, Kelley, Cullin, Jahr and Thompson.**

**Nays: None.**

**Absent: Atchinson.**

**Motion Carried. (Letters Attached)**

**GENERAL DISCUSSION:**

Director Power will keep the Commission informed as to the May 26, 2021 agenda.

A member of the audience inquired if there was an update on the lakefront development on E. Huron River Drive and if there were any other formal applications for new single-family housing developments in Van Buren Township. Director Power informed that there are no updates for the proposed development at 41620 E. Huron River Drive and there are no other formal applications for new single-family housing developments.

Commissioner inquired why the address for Jiffy Lube remains as 9701 Belleville Road when the building faces Tyler Road. Director Power informed that the address is currently based on the address of the parent parcel and a new address will be assigned. Director Power will report back with information from the land split application.

**ADJOURNMENT:**

**Motion Budd, Jahr second to adjourn the meeting at 8:35 p.m. Motion Carried.**

Respectfully submitted,

Christina Harman  
Recording Secretary

Andrew Lenaghan  
Fire Marshal  
O: 734-699-8900 ext 9416

Van Buren Township Fire Department  
46425 Tyler Rd  
Belleville, MI 48111



April 19, 2021

Director of Building and Planning  
46425 Tyler Road  
Belleville, MI 48111

Jiffy Lube  
9701 Belleville Rd.

PB 20-012

A site plan was received for 9701 Belleville rd. The comments from Sevan Engineering in a letter dated April 2, 2021 Have been reviewed. All Fire Department concerns on these plans have been addressed, with following exception:

**On sheet GO. 01 the fire code listed as used for the site plan was the International Fire Code 2012. The adopted fire code for Van Buren Township is NFPA 1 2018, all future submittals will need to comply with this code.**

If you have any questions about this plan review report, please feel free to contact me at (734)699-8900 ext.9416

Respectfully submitted,

Andrew Lenaghan  
Fire Marshal

**Our Mission:** The members of the Van Buren Fire Department shall work together in a professional and caring way to protect life and property from the adverse effects of fire, trauma, illness and dangerous conditions. Our services will be provided in a fair, honest, and ethical manner with the highest respect and dignity to all.

Andrew Lenaghan  
Fire Inspector  
O: 734-699-8900 Ext 9426

Van Buren Fire Department  
46425 Tyler Rd  
Belleville, MI 48111



April 8, 2021

Director of Building and Planning  
46425 Tyler Road  
Belleville, MI 48111

Mobile Gas Station  
1250 Haggerty Rd.  
VBT 20-005

**Comments for conditional Approval:**

1. ~~The adopted fire code for Van Buren Township is NFPA 1 2018 not the IFC 2015 as referenced in the plans.~~
2. ~~Per NFPA 1 2018, 18.2.3.5.1.1 Fire Department access roads shall have an unobstructed width of 20'.~~
3. ~~Two-Way Radio Communication Enhancement Systems are required for all new construction, unless after finished construction the occupant can prove through a signal test with the AHJ that it is not needed. NFPA 1 2018 11.10.1~~
4. ~~Address shall be displayed on the exterior of the buildings front.~~
5. ~~A Knox box is required per NFPA 1 2018 edition 18.2.2.1 per the AHJ~~
6. ~~The maximum travel distance for an Extra Hazard 80-B extinguisher is 50' feet. NFPA 1 table 13.6.3.3.1.1~~
7. Door leading from the sales floor to the storage room needs to swing in the direction of egress travel. **NFPA 101 7.2.1.4.2**
8. At attended motor fuel dispensing facilities, the devices or disconnects shall be readily accessible and labeled with an approved sign stating " EMERGENCY FUEL SHUTOFF"  
**NFPA 30A 6.7.1**
9. ~~All Commercial cooking equipment shall comply with NFPA 1 Chap 50 and NFPA 96~~

**Our Mission:** The members of the Van Buren Fire Department shall work together in a professional and caring way to protect life and property from the adverse effects of fire, trauma, illness and dangerous conditions. Our services will be provided in a fair, honest, and ethical manner with the highest respect and dignity to all.

Review and approval by the Authority Having Jurisdiction shall not relieve the applicant of the responsibility of compliance with these codes.

If you have any questions about this plan review report, please feel free to contact me at (734)699-8900 ext.9426

Respectfully submitted,

Andrew Lenaghan  
Fire Marshal



May 4, 2021  
Fishbeck Project No. 200630

James Taylor  
Director of Water and Sewer  
Van Buren Township  
46425 Tyler Road  
Van Buren Township, MI 48311

### **Jiffy Lube Multicare Services Engineering and Final Site Plan Review**

Dear Director Taylor:

At the request of Van Buren Township (Township), Fishbeck has reviewed the Final Site Plans for Engineering acceptance. The plans dated April 29, 2021 were submitted to the Township for the proposed Jiffy Lube Multi-care Services site located near the southeast corner of Tyler Road and Belleville Road on one of the existing Meijer outlots. The applicant has also submitted a response letter dated April 2, 2021 addressing concerns from the previous Engineering Plan review letter dated February 26, 2021.

The proposed project entails construction of a retail automotive quick oil change facility at Parcel No. 83058990006707. The plans include construction of a new 3,064 square-foot building, construction of an 8-space asphalt parking lot with reconstruction of a north portion of the existing Meijer parking lot; two access driveways connecting to the Meijer parking lot; construction of storm water improvements including a pretreatment structure and an underground storage system; construction of a public sanitary sewer system; extension of a public water main line; and other various site plan improvements.

Our review comments are as follows:

## **General**

The following items are general requirements established as part of the Engineering Standards Manual, Charter Township of Van Buren (April 2014). The applicant must include the following items as part of the construction plans:

1. According to the applicant, the lot split has been completed as is currently indicated on the plans.
2. Plans indicate the address of 9701 Belleville Road, which is for the Meijer Store located on the parent parcel.  
Applicant to supply the development parcel address when available.
3. The irrigation plans must be updated to show current water main alignment.

## **Water Main Service**

**Existing:** The Township's Geographic Information System (GIS) records indicate a publicly owned 12-inch cast iron water main running east-west along the north side of Tyler Road and two (2) 42-inch water mains running east-west along Tyler Road, which are owned and maintained by the Great Lakes Water Authority (GLWA). Records also indicate an 8-inch water main loop around the Meijer store building.

**Proposed:** The applicant's plan proposes installing an 8-inch water main connecting into the existing 8-inch water main inside the Meijer parking lot and connecting to the proposed building via a 2-inch copper type K water service line.

#### Comments:

1. Applicant has indicated that, based on building construction type and square footage, building sprinklers are not required.
2. Applicant has indicated that the 8-inch water main will be isolated temporarily during the tapping procedure (cut-in tee). Township GIS indicates that the Meijer building can be serviced during construction by isolating the tapping location utilizing existing valves on the northwest and southeast corners of the Meijer building area.
3. All dead-end water main must end with a valve in well and a hydrant. The plans label the hydrant valves in a well, however, Township standards are to have a gate valve in a well at the end of the water main, separate from the hydrant.
4. The easement agreement between Applicant and property owner (Meijer) for the extension of the proposed water main across private property must include the extension for the proposed hydrant near the dead end of the proposed water main.
5. A EGLE Act 399 Public Water Supply Permit will be required. The Applicant is responsible for completing the permit application, supplying the proper plan sets, and working with the Township to finalize the submittal. The Township will submit for the permit once all obligations of the application are met and the plans are finalized.

## Sanitary Sewer

**Existing:** The Township's GIS records indicate the closest sanitary sewer is a public 12-inch reinforced concrete sanitary sewer running north-south along the east side of Belleville Road.

**Proposed:** The applicant's plan proposes a privately owned 6-inch sanitary sewer service, connecting into a newly proposed 8-inch public sanitary sewer running west through the adjacent Meijer gas station parking lot and connecting to the existing 12-inch sanitary sewer manhole along Belleville Road via an external drop connection.

#### Comments:

1. The overall depth of the proposed sanitary sewer needs to be lowered. If the intent of the public sanitary sewer is to serve both outlots to the east of the property, the current configuration does not offer enough depth to extend the proposed public sanitary main within the current standards of the Township.
  - In general, building sewer risers from a public sanitary sewer shall be installed to a depth of ten feet below finished ground elevation at the property line.
  - Unless otherwise approved, no sanitary shall have less than six feet of cover. In general, sanitary sewers shall have a minimum of eight feet of cover below finished road surface grade.
  - a. With that said, the applicant shall demonstrate that the proposed depth of the sanitary sewer to be installed allows for the extension of the sewer to each outlot while maintaining the proper minimum slopes and depth of cover.
2. The Applicant's Basis of Design (BOD) calculations must be included as part of the Issued for Construction plans, not as a separate document. Applicant must update the BOD utilizing the rates, unit factors, and calculations as outlined in the Van Buren Township Water & Sewer Department rate sheet (located under "Applications, Forms, & Fees" on the Van Buren Township – Water & Sewer Department website) and the Van Buren Township Engineering Standards Manual – Chapter IV Sanitary Sewer Standards.
3. Soil boring(s) near the location of the existing sanitary main connection is required, due to the need for deep excavations at the connection location. The need for dewatering and soil support needs to be determined. Prior to any excavation in the area of the sanitary sewer connection, a soil boring must be completed.
4. Has Wayne County been informed regarding the work within the Belleville Road right-of-way (ROW); maintenance of traffic, excavation, road impacts?

5. An easement agreement between Applicant and property owner (Meijer), for the extension of the proposed sanitary sewer across private property, must be provided. Meijer will be required to grant said easement to the Township for the public sanitary sewer.
6. An EGLE Part 41 Permit will be required for any public sanitary sewer installation. The Applicant is responsible for working with the Township to complete the permit and supplying the proper plan sets. The Township will submit for the permit once all obligations of the application are met and the plans are finalized.

## Storm Sewer

**Existing:** The Township's GIS records indicates a publicly owned 18-inch stormwater pipe running east-west along the south side of Tyler Road, conveying stormwater east. Separately, the majority of the Meijer parking lot development collects stormwater through a series of catch basins, ultimately discharging into an onsite detention basin.

**Proposed:** The applicant proposes collecting the onsite stormwater runoff through a series of new catch basins and storm sewers into a pretreatment system and an underground storage area. The underground storage is proposed to outlet into the existing Wayne County owned stormwater manhole on the south side of Tyler Road.

### Comments:

1. A minimum cover of 2.5 feet for the storm sewer system is allowable upon approval from the Engineer. We understand that the applicant is seeking approval for the 2.5 foot cover and that the pipe material (ADS N-12) is rated for one (1) foot of cover, which is acceptable for these plans.
2. Outlet pipe slope is shown as 0.5%; however, based on invert elevations and the length of the pipe the actual slope appears to be closer to 3%. Applicant must review and address any discrepancies (Sheet C1.34).
3. Minimum velocity for the outlet pipe is 2.5 ft/s.
4. Applicant should remove double labeling of stormwater pipe sizes in profile view on sheet C1.34.

## Paving and Grading

1. Details for sawcutting and constructing curb and gutter in existing pavement must be shown in the details. How far outside of the curb & gutter edge will the sawcut occur? How will curb & gutter be formed without undermining the base of the existing parking lot.

## Soil Erosion and Sedimentation Control (SESC)

1. The SESC plan provided must be in accordance with the Township *Engineering Standards Manual*, Chapter II, Plan Requirements, Paragraph D, SESC Plan Requirements, and in accordance with Wayne County SESC standards. A permit must be acquired from the Wayne County SESC County Enforcing Agency.  
<https://www.waynecounty.com/departments/environmental/landresources/soil-erosion.aspx>

## Recommendation

We are recommending the Planning Commission grant the Jiffy Lube Multiservice Center Final Site Plan approval based on our engineering review, however, until the comments listed above are amended per the Township Standard and approved by the Township Water & Sewer Department, final EGLE Permits cannot be submitted and the preconstruction meeting cannot be held. If you have any questions regarding this project, please contact me at 248.324.2137 or [pkammer@fishbeck.com](mailto:pkammer@fishbeck.com).

Sincerely,



**Paul J. Kammer, PE**  
Senior Civil Engineer



**Stephen C. Clayton, PE**  
Civil Engineer

By email

Copy: Matthew Best – Township  
Dan Power – Township  
Vidya Krishnan– McKenna  
Dave Potter – Fishbeck

April 22, 2021  
Fishbeck Project No. 200431  
Township Project No. 20-005

Carol Thompson  
Planning Commission Chairperson  
Van Buren Township  
46425 Tyler Road  
Van Buren Township, MI 48311

## **Mobile Gas Station, 11250 Haggerty Road Preliminary Site Plan Review**

Dear Carol:

At the request of Van Buren Township (Township), Fishbeck has reviewed the Site Plan dated February 24, 2021, submitted to the Township for Preliminary Site Plan review for the proposed Mobile Gas Station located at 11250 Haggerty Road. At this time, Fishbeck examines and reviews the feasibility of the engineering aspects of the site design but will not conduct a full engineering review until the engineering submittal. Please note, the previous site plan was recommended for Preliminary Site Plan approval for Engineering feasibility in our letter dated November 11, 2020.

This project entails reconstruction of the existing gas station at the northwest corner of I-94 Service Road and Haggerty Road. The reconstruction includes the demolition of the existing building and gas pumps; construction of a new 3,395 square-foot building, construction of five gas pumps underneath a canopy; construction of a 12-space parking lot with two RV parking spaces; reconstruction of the two existing driveways; construction of two paved accesses to the adjacent undeveloped properties; construction of storm drain improvements including an underground storage basin; and other various landscaping and site plan improvements.

Our review comments are as follows:

### **General**

The following items are general requirements established as part of the *Engineering Standards Manual, Charter Township of Van Buren (April 2014)*. The applicant must include the following items as part of the construction plans:

1. The preliminary plans appear to be two separate packages submitted as one, with two cover sheets and two sheet indexes. There are also multiple sheets with the same number (SP-1, SP-2, and SP-3). Information in the second package appears to be from the previous submittal and out of date. Applicant to clarify which sheets are part of the submittal package and include only one cover sheet with one sheet index and remove outdated sheets.
2. Title Sheet must include current submittal date.
3. Title Sheet must include a listing of permits required.
4. North arrow must be indicated on each sheet.
5. Plans must indicate all existing utility services to the building and proposed demolition of these utility services.
6. Any irrigation will be required with the submittal of the Engineering Plans.
7. All easements, proposed and existing, must be indicated on the plans.

8. All benchmark information must be listed on the plans with all elevations listed in National Geodetic Vertical Datum 29 (NGVD 29) or include a conversion factor to the NGVD 29 datum.
9. Applicant must indicate overland flow route.
10. Soil boring information, including the ground water elevations, must be provided.
11. Plans must include the following required notes:
  - a. All construction shall conform to the current standards, specifications, and general conditions of the Township.
  - b. The applicant is responsible for resolving any drainage problems on adjacent properties which are the result of the applicant's actions.
12. Engineering Plans must include the applicable Standard Detail Drawings as found in Appendix A of the Township *Engineering Standards Manual*. The Township can provide full size sheets of multiple details upon request.
13. All existing wetlands must be indicated on the plans.
14. A legend shall be indicated identifying the line styles and symbology used on each applicable plan sheet.
15. Plans must include the radii of driveway returns and all other points of curvature.

## Water Main Service

**Existing:** The Township's Geographic Information System (GIS) records indicate a publicly owned 8-inch ductile iron water main running north-south along the west side of Haggerty Road. Water service is indicated coming from the 8-inch ductile iron main north of the hydrant and valve. It is currently indicated crossing property lines.

**Future:** The Township master plan indicates the water main along Haggerty is under pressurized and future improvements to upsize the water main is anticipated.

**Proposed:** The applicant's plan does not indicate a proposed water main, nor does it show the new water service connection. The plans indicate the building will be "non-sprinkled".

### Comments:

1. In general, the plans need to indicate how the new building will be connected with water service. Whether this is through the existing water service line or a new proposed water service line, further development indicating feasibility needs to be included in the plan set. Plans must indicate the existing service line on the plans. Township can supply GIS information they have on file; however, the applicant will be responsible for verifying the service line location.
2. The current indication is that the existing water service line crosses the adjacent property. If verified the location is correct, the applicant must provide a utility easement agreement with the adjacent property owner if the existing line is to be used, otherwise the applicant will be required to install a new service line within the property and tap into the water main further south along Haggerty Road.
3. If the service line can't be routed to remain onsite, the applicant will be required to extend the water main south along Haggerty in order to accommodate a new service line extension.
4. Applicant must indicate future use of the building and verify the type of water service connection needed. Size and material of all proposed water mains and water service leads must be indicated on the plans. Water service line must be indicated in proper location and how it will be connected to the proposed building.
5. If any portion of the existing Township water main, or a proposed extension of the Township water main, is located within the private property, an easement, centered on the water main, including bends, valves, and hydrants, must be granted.
6. Applicant must indicate existing hydrant on proposed layout plans. No part of any building or structure shall be more than 250 feet from a hydrant. The distance shall be measured along the shortest feasible exterior route for laying fire hose.

## Sanitary Sewer

**Existing:** The Township's GIS records indicate there is a 10-inch public RCP sanitary sewer line that runs north-south along the west side of Haggerty Road. The plans indicate an unlabeled sanitary service lead connecting to the north side of the building. This sanitary service lead is indicated cutting through the adjacent property to the north. GIS indicates that this private line is a 1-inch clay sewer from the northeast.

**Proposed:** The applicant's plan does not indicate a proposed sanitary sewer service or sanitary sewer connection utilizing the existing service connection.

### Comments:

1. In general, the plans need to indicate how the new building will be connected with sanitary service. Whether this is through the existing sanitary service line or a new proposed sanitary service line, further development indicating feasibility needs to be included in the plan set.
2. The current indication is that the existing sanitary sewer service line crosses the adjacent property. If verified the location is correct, the applicant must provide a utility easement agreement with the adjacent property owner if the existing line is to be used, otherwise the applicant will be required to install a new service line within the property and tap into the public sanitary sewer further upstream. If the service tap cannot be completed onsite, the applicant may need to extend the public sanitary sewer further south to accommodate the service lead.
3. For any new portion of sanitary sewer service, the size, material, and connection type must be indicated on the plans.
4. Any new sanitary sewer service lead must tap into the existing sanitary sewer line via a wye branch.
5. A cleanout on service leads shall be provided within 5 feet of foundation walls, at all bends and at intervals no greater than 100 feet. A minimum of one cleanout external to the building shall be required on all sanitary leads.
6. Basis of design flow computations for sanitary sewers must be included as part of the Engineering Plan set.

## Storm Sewer

**Existing:** The Township's GIS records do not have information on the existing storm sewer system along Haggerty Road or I-94 Service Road adjacent to the development, however, it does appear that there are curb inlets and manholes located within the I-94 service drive. It appears stormwater runoff along Haggerty Road and I-94 Service Road may ultimately be conveyed via open ditch with driveway culverts towards the south/southwest.

**Proposed:** The applicant is proposing to collect stormwater from the parking lot with catch basins, pretreated via a BMP pretreatment structure, and conveyed to below grade storage. The stormwater from the below grade storage is proposed to discharge into the existing storm sewer system through an existing onsite stormwater manhole.

### Comments:

1. The Applicant must do further investigation of the existing system. The plans indicate no ultimate discharge point and currently indicate runoff discharging to a structure in an isolated system. The plan set also indicates the new underground storage basin being placed on top of existing storm sewer lines and structures, indicating removal, but don't indicate how the upstream flow will be captured. The applicant **MUST** determine how the existing site is drained and how the new site will modify this system. Isolated pipes from single structures is not acceptable.
2. Calculations for the design of the storm sewer system must be provided in accordance with the Township Design Standard Manual. The maximum allowable discharge in the Township for detention basins in 0.1 cfs/acre.

3. Applicant has indicated that plans have been submitted to OHM (Wayne County consultant) for stormwater review. Comments from OHM/Wayne County must be received and addressed by the applicant prior to the Township accepting submission for Engineering and Final Site Plan approval. The Township will request to see that Wayne County has reviewed and commented on the stormwater system prior to reviewing the system itself. It is recommended that the applicant keep an open line of communication with the Township with respect to the storm water design.
4. Applicant shall design storm sewer system to have minimum cover of 4 feet above all storm sewers wherever possible. An absolute minimum cover of 2.5 feet is allowable, upon approval from the Engineer.
5. Applicant must indicate how the proposed canopy runoff will be collected.
6. Underground storage must be indicated to have the strength and capacity at current depths to fulfill all stormwater and traffic needs. Applicant to verify that enough grade difference exists between the proposed underground storage system and the point of connection to the existing drainage system.
7. A drop of 0.10 feet shall be provided in the downstream sewer invert elevation for directional changes in excess of 30 degrees to compensate for the hydraulic head losses.
8. Landscape plans must ensure that no trees are planted over the underground storage facility.
9. Plan Sheet Comments
  - a. The applicant must indicate on the proposed plans where all the existing and proposed manholes are located. The plans should clearly be labeled if manholes and pipes are being removed and should indicate as such in the structure inventories.
  - b. Storm sewer profiles need to be cleaned up and clearly show the information. Lines have been turned off.

## Paving and Grading

1. Flow arrows on the grading plans shall indicate general slopes of the area, verifying that minimum and maximum slopes/grades allowable by the Township Engineering Standards Manual are met.
2. As part of the Engineering review process, the applicant will be required to provide more detailed grading plans that indicate detailed ramp grades for ramp areas needing to comply with the Americans with Disabilities Act 2010 (ADA).
3. Truck turning movements must indicate full paths of all wheels of the largest truck anticipated onsite. Indicating the front wheel path does not give a true indication of the impact of the truck movements.
4. Applicant must work with the appropriate public agency based on roadway jurisdiction (ie., state vs. county) if impacting any existing pavement or grade within the right-of-way (ROW).
5. Plans must indicate how the applicant plans to account for likely poor soil conditions and high ground water levels in the area of the existing storm water detention swale on the west side of the property. Currently, the existing driveway is shown to be placed direction on top of the area of the existing swale. See Comment No. 10 under General.
6. Plans must identified the proposed parking lot pavement material, limits of the proposed pavement, and pavement cross section details. Curb and gutter details are also required.

## Soil Erosion and Sedimentation Control (SESC)

1. The SESC plan provided must be in accordance with the Township *Engineering Standards Manual*, Chapter II, Plan Requirements, Paragraph D, SESC Plan Requirements, and in accordance with Wayne County SESC standards. A permit must be acquired from the Wayne County SESC County Enforcing Agency.  
<https://www.waynecounty.com/departments/environmental/landresources/soil-erosion.aspx>



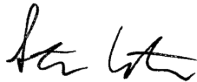
## Recommendation

At this time, we are recommending the Planning Commission grant the Mobile Gas Station Project Preliminary Site Plan approval for Engineering feasibility. With this recommendation, it should be understood that the applicant is required to conduct further investigation of all existing site utilities, adjust and expand on their underground utility design to accommodate these findings, and complete a set of Engineering drawings that meet all the requirements of the Township Engineering Standards, the Wayne County Department of Public Services, and all the comments listed above. If you have any questions regarding this project, please contact me at 248.324.2137 or [pkammer@fishbeck.com](mailto:pkammer@fishbeck.com).

Sincerely,



**Paul J. Kammer, PE**  
Senior Civil Engineer



**Stephen C. Clayton, PE**  
Civil Engineer

By email

Copy: Matthew Best – Township  
Dan Power – Township  
Vidya Krishnan– McKenna  
Dave Potter – Fishbeck



**MCKENNA**

April 19, 2021

Planning Commission  
Charter Township of Van Buren  
46425 Tyler Road  
Belleville, Michigan 48111

**Subject: VBT-20-005 Mobil Gas Station/ 11250 Haggerty Road; Special Land Use Review #2;  
Revised Site Plans Dated February 24, 2021.**

Dear Commissioners:

The applicant proposes a new gas station with a drive-through restaurant on a site with an existing gas station and convenience store which are to be demolished. The site is located at the northwest corner of I-94 N. Service Drive and Haggerty Road, is zoned C-1 (General Business) District and has a total area of 0.9 acres.

We have reviewed the special land use request based on Zoning Ordinance standards and sound planning and design principles. Our comments are as follows (items requiring changes or additional information are underlined):

**Special Land Use Review Comments**

Section 12.306 of the Zoning Ordinance sets forth criteria for the Planning Commission to consider when reviewing special land use proposals. Following is our review of each criterion:

- 1. Will promote the use of land in a socially and economically desirable manner for those persons who will use the proposed land use or activity; for those landowners and residents who are adjacent; and for the Township as a whole.**

This site use to have an operating gas station and convenience store. The site plan at this time involves major site improvements and changes to improve the viability of the business. Therefore, we find that the use will continue to promote the use of land in a socially and economically desirable manner. Any impacts resulting from the site improvements on the adjacent properties will be mitigated through setbacks, landscaping and screening, which are reviewed in our site plan review letter under separate cover.

- 2. Is necessary for the public convenience at that location.**

A gas station previously existed at the site and its proximity to I-94 and location on the service drive makes access to it convenient for the public.

- 3. Is compatible with adjacent uses of land.**

The sites to the north, south, and west are currently vacant. A similar business, BP gas station is located just across the street to the east. Therefore, the use is compatible with adjacent uses of land.

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**4. Is so designed, located and proposed to be operated that the public health, safety and welfare will be protected.**

The proposed site changes involve improvements to site landscaping, which are likely to enhance public health, safety, and welfare. The circulation on the site originally appeared to be problematic and still might be depending on fire department review. See the traffic circulation comments on the site plan review letter for more details.

**5. Can be adequately served by public services and facilities without diminishing or adversely affecting public services and facilities to existing land uses in the area.**

We do not anticipate that the proposed site improvements will affect the site's current public service capacity. The applicant is working with the Township Engineer to meet all utility requirements.

**6. Will not cause injury to other property in the neighborhood in which it is to be located.**

The proposed site improvements will not cause injury to other property in the neighborhood in which it is to be located.

**7. Will consider the natural environment and help conserve natural resources and energy.**

Four trees are proposed to be removed but many more are proposed to be planted. See the Landscaping comments on the site plan review letter for further detail.

**8. Is within the provisions of uses requiring special approval as set forth in the various zoning districts herein, is in harmony with the purposes and conforms to the applicable regulations of the zoning district in which it is to be located and meets applicable site design standard for special approval uses.**

The proposed drive thru is within the provisions of uses requiring special approval, and is in harmony with the purposes and conforms to the applicable regulations of the C-1 zoning district and meets applicable site design standard for special approval uses.

**9. Is related to the valid exercise of the Township's police power and purposes which are affected by the proposed use or activity.**

The proposed gas station and drive-thru use is related to the valid exercise of the Township's police power and purposes which are affected by the proposed use or activity.

**Specific Approval Criteria for Drive-Thru [Section 5.136]:** Drive-Thru's are permitted as a Special Land Use in the C-1 District, and are subject to the following specific use standards:

**1. The entrance to or exit from any such use shall be located at least one hundred (100) feet from the intersection of any two (2) streets.**

The distance to the two access drives has been revised on the plans to show compliance with the above standard.

**2. All such uses shall have direct ingress and egress through a paved major thoroughfare.**

The drive-thru does have direct ingress and egress through a paved major thoroughfare.

**3. All lighting or illuminated display shall not reflect onto any adjacent residential zoning district and shall meet the requirements of Section 8.105.**



As there are no abutting residential districts, no lighting will reflect onto any adjacent residential zoning districts. However, there are several instances where the proposed illumination levels do not comply with Section 8.105 (B) (3) of the Zoning Ordinance.

**4. The approving authority shall consider the proximity of the on-site use to existing places of congregation of children (e.g. schools) regarding traffic safety and sanitation.**

No schools or other places with congregation of children exist within 1000' of the site. Therefore, this standard is met.

**Recommendation**

The Planning Commission made a recommendation for approval of the special land use to the Township Board of Trustees at its meeting held on July 22, 2020. However, the site plan still had several unaddressed issues; therefore, the special land use request was not forwarded to the Township Board of Trustees for approval.

At this time we believe the revised site plan addresses all of the key concerns on the site plan. The proposed use meet the general standards for consideration of special land use approval, However, the Planning Commission condition with regard to lighting plan compliance still remains to be met. The Planning Commission's recommendation can be forwarded to the Board of Trustees.

Respectfully,

**McKENNA**

Vidya Krishnan  
Principal Planner

Hunter Whitehill  
Associate Planner

c: Matt Best, Van Buren Township Director of Public Services  
Dan Power, Van Buren Township Director of Planning and Economic Development  
David Potter, FTCH, Township Engineers  
David McNally, Van Buren Township Fire Marshal



April 19, 2021

Planning Commission  
Charter Township of Van Buren  
46425 Tyler Road  
Belleville, Michigan 48111

**Subject: VBT-20-005 Mobil Gas Station/ 11250 Haggerty Road; Site Plan Review #4; Revised Site Plans Dated February 24, 2021.**

Dear Commissioners:

The applicant proposes to build a new gas station with a drive-thru restaurant on a site with an existing gas station and convenience store which are to be demolished. The site is located at the northwest corner of I-94 N. Service Drive and Haggerty Road, is zoned C-1 (General Business) District and has a total area of 0.9 acres.

**COMMENTS.** We have reviewed the site plan request based on Zoning Ordinance standards and sound planning and design principles. Our comments are as follows (items requiring changes or additional information are underlined):

1. **Zoning and Use.** The site is currently zoned C-1 (General Business District). Section 3.111 (B) of the Zoning Ordinance permits gasoline filling stations as a principal permitted use and drive-thru restaurants are permitted as a special land use per Section 3.111 (C).
2. **Required Information.** Section 12.203 of the Zoning Ordinance includes requirements for information on a site plan. All required information has been submitted.
3. **Dimensional Requirements.** The required front, rear and side yard setbacks for the C-1 District are 75 feet, 15 feet and 25 feet, respectively. The proposed site plan complies with the setback requirements for the C-1 District.
4. **Access and Circulation.**
  - a. **Location of Curb Cuts.** The site has an existing 40'2" curb cut off Haggerty Road and an existing 39'9" wide curb cut off I-94 N. Service Dr. Access drives to drive-thru's are required to be a minimum 100 feet from the nearest intersection and the revised site plan proposes a 10' decrease in the width of the Haggerty Road access drive to gain compliance. The lanes of ingress and egress are shown with proposed arrows.
  - b. **Cross Access.** It is the Township's policy to require cross access wherever feasible. The site abuts vacant parcels to the west and north. The plan proposes a cross access point on the northeast and southwest corners of the site as required for possible future connections. The applicant has proposed a removable curb/ barrier to be placed at the ends of the proposed future cross access points. The plan also proposes the incorporation of a rolled



concrete curb on the west side of the building. The intent is to allow '*large radius trucks to bypass with ease.*' The applicant has clarified that the rolled curb is intended for emergency vehicles only.

- c. **Drive-Thru.** The site plan proposes a 21' wide drive-thru lane on the west side of the proposed building. The lane is intended to accommodate the drive-thru and a bypass lane. The fire department had previously reviewed and approved the proposed design.
- d. **Sidewalks.** There are existing sidewalks along the site's I-94 NSD and Haggerty Road frontages. The width of the existing sidewalks is labeled as 5 feet wide each. The site plan also includes a new 5' wide sidewalk on the east side of the proposed building.
- e. **Truck Circulation.** The underground storage tanks are shown in the southwest corner of the parking lot. We had concerns regarding potential conflict between a fueling truck parked over the storage tanks and vehicles exiting the drive-thru. Per the applicant, the underground tanks are existing and cannot be relocated which necessitates the pattern proposed. The applicant has added a note to the site plan that the delivery from the tankers will take place during non-operation hours of the drive-thru.

5. **Parking and Loading.** Parking requirements are as follows:

- a. **Space Dimensions.** Parking spaces have now been dimensioned with 9.5' \* 20' spaces, compliant with the Zoning Ordinance. The applicant has now provided double striped parking for all parking spaces. In addition, Section 9.102 of the Zoning Ordinance requires that drive-thru's located within one-half (1/2) mile of an expressway provide at least two (2) longer spaces designated for recreational vehicles and semi-trucks. These spaces have been provided in the southeast corner of the site.

b. **Number of Parking Spaces.**

Standard	Applicable Measurement	Number of Spaces Required	Number of Spaces Provided
<b>Gas Station</b>			
1 space per gasoline pump	5 pump islands	10	10 at pumps
2 spaces per service area or stall	Not Applicable	-	-
1 space per employee in maximum shift	3 employees	3	3
<b>Drive Thru</b>			



1 space per 2 seats of legal capacity for the facility	Applicant has added note that indoor seating is not permitted.	-	-
Standard	Applicable Measurement	Number of Spaces Required	Number of Spaces Provided
1 space per employee in maximum shift	Applicant has stated only 3 employees total for the gas station and drive-thru restaurant. <u>Clarify.</u>	N/A	-
<b>Retail Stores</b>			
1 space per 200 square feet of useable floor area.	2,080 square feet	11 (including 2 RV spaces)	11 (Including 2 RV spaces)
<b>Drive Thru Stacking</b> (standards are not calculated into the totals below since they are stacking spaces)			
5 stacking spaces between pick-up window & order station	-	5	8
10 stacking spaces per order station	1 order station	10	10
	<b>Total:</b>	<b>24 spaces + 10 stacking</b>	<b>24 spaces + 10 stacking</b>
<b>Deficiency:</b>			<b>0</b>

*Per the site plan 3 employees are sufficient to service the gas station and drive-thru on the largest working shifts.*

- c. **Barrier Free Spaces.** 2 barrier-free parking spaces are proposed, compliant with developments requiring between 25-50 parking spaces.
- d. **Loading.** For a building with a total floor area less than 10,000 sq. ft., a 10' x 25' loading space is required. A 10' by 25' loading space is proposed in the northwest corner of the site abutting the dumpster. The applicant has indicated that loading/unloading activity will take place after drive-thru hours.

## 6. Landscaping and Screening.

- a. **Landscaping Adjacent to Right-of-Way.** Section 10.103(A) requires lot frontage landscaping of 1 deciduous tree/40 lineal feet + 1 ornamental tree/100 lineal feet + 8 shrubs/40 lineal feet. The site has a frontage of 164' on Haggerty Road, which requires a total of 5 deciduous trees + 2 ornamental trees + 33 shrubs. The landscape plan meets this requirement and has been modified to be dispersed along the Haggerty Road right-of-way. The site has a frontage of 192' on I-94 NSD, which requires a total of 5 deciduous trees + 2



ornamental trees + 39 shrubs. The landscape plan meets this requirement.

- b. **Parking Lot Landscaping.** Section 10.103(B)(1) requires all parking lots to be landscaped and screened from adjoining public or private rights-of-way. Landscaping shall include a landscaped yard at least five (5) feet in width containing an opaque screen of landscaping (evergreen or deciduous hedge) at least three (3) feet in height. The applicant had provided compliant greenbelt widths with landscape screening.  
**Interior Parking Lot Landscaping.** Section 10.103(B)(2) requires the provision of landscaping within islands in a parking lot. Interior landscaping shall account for a minimum of five percent (5%) of all paved parking areas, including parking and loading spaces, driveways, and aisles. The applicant has now provided the total square footage of all paved parking areas to be 32,814 sq. ft., 5% of which is area is 1,641 sq. ft. The applicant has provided 1,816 sq. ft. of interior landscaping and has clarified where the landscape areas counted towards this requirement are located. Additionally, one (1) deciduous tree is required to be planted for each three hundred (300) square feet of interior landscaping. Based on the plan, 5 interior landscape trees are required for the lot and have been provided around the parking spaces.
  - c. **Loading Area Landscaping.** All loading areas shall be screened from a perpendicular view from any public street rights-of-way or adjacent residential zoning district for the entire length except for necessary access. The site does not abut any residential areas. Existing brush vegetation located on the abutting property to the north provides some screening for the loading space from Haggerty Road, which curves to the west, just north of the subject site. However, if the abutting parcel is developed and the vegetation removed, the loading space will be in direct view of Haggerty Road. The applicant has proposed 10 Spartan Upright Junipers to ensure the loading space is adequately screened.
  - d. **Greenbelt Buffering.** As the subject parcel abuts C-1 zoning on all sides, a ten (10) foot wide buffer, with one (1) tree per thirty (30) linear feet is required around the entire property. A ten-foot buffer has been provided around most of the property, excluding the loading zone area and dumpster at the northwest corner of the site. With 411' of property lines to the north and west a total of 14 deciduous trees is required and has been provided.
  - e. **Zoning District Landscaping.** In C-1 Districts contiguous outdoor space, independent of sidewalks, pedestrian circulation areas and required landscaping is required in an amount not less than one (1) square foot for each twenty-five (25) square feet of principal building and in no case less than two hundred fifty (250) square feet in total. With a 3,395 sq. ft. building proposed, 250 sq. ft. of open space is required. The applicant has provided 728 sq. ft. of open space in the southeast corner of the subject site.
- 7. **Tree Removal Permit.** A tree removal permit is required if the applicant proposes to remove any trees 5" caliper or larger. The landscape plan notes the removal of four trees on the site, three of which are larger than 5" in caliper and are proposed to be replaced at a 1:1 ratio in accordance with Section 8.106 of the Zoning Ordinance.
  - 8. **Stormwater Pond.** The site plan does not include a detention pond. Detention is to be provided using underground detention pipes/system. The detention system is subject to review and approval by the Township Engineer and Wayne County.





9. **Lighting.** A photometric plan has been submitted and appears to comply with the illumination levels required by Section 8.105 (B) (2) of the Zoning Ordinance. The plan proposes a combination of pole lights and wall mounted fixtures. Manufacturer's cut sheet details for the proposed light fixtures have been submitted and meet ordinance standards, with the exception of the canopy light fixture which shows a dropped lens. The lens must be flush with the canopy ceiling with a recessed light source. The lighting plan must be revised to include details of the entire light pole and the height noted from grade to top of fixture.

10. **Architecture and Facades.** The applicant has submitted detailed elevations for the proposed building and gas station canopy. The drive-thru window is located on the south elevation, with the order lane wrapping around the rear of the building. The new gas station/convenience store building is to be constructed of brick, limestone, glass, metal panel roof and suspended metal awnings. The elevations include a breakdown of all the materials proposed to be used.

The proposed gas station canopy is a pitched metal roof with brick supporting columns. The applicant has incorporated a roof pitch in the front elevation of the canopy per our previous recommendations. However, this recommendation was made with the intent to decrease the expanse of metal roofing and include a shingled roof to give an architectural appearance. It appears the metal canopy is intended to provide a common element between the building and the canopy. We recommend the use of a shingled roof for all structures or an alternate roof metal color. Planning Commission input is sought.

11. **Dumpster.** A dumpster enclosure is proposed in the northwest corner of the site just west of the loading zone. Typical details have been noted and materials for the gates have been labeled as steel reinforced, opaque, womanized wood gates. The applicant has proposed striping of a crosswalk across the drive-thru lane with signage, to provide safe access to the dumpster for employees.
12. **Signs.** The location of an existing 'billboard' sign and an existing monument sign are labeled on the site plan. In addition, a menu board sign has been detailed on the site plan. The signage packet submitted includes details of one (1) 30 square foot wall sign on the east façade of the building. Colored rendering of the canopy signage has been included but no summary of canopy signage area is noted. Further, there is no information on the menu board sign. Details of ALL existing and proposed signage including sign area, height, material, lighting etc. must be provided. A tall sign on the site is a non-conforming pole sign, not a billboard (per Ordinance definition). When sites are completely rebuilt, the Township encourages removal of non-conforming signs. We continue to recommend that the non-conforming pole sign be removed.

## RECOMMENDATION

The applicant has been working with the Township for the past several months to revise the design of the site for improved circulation and overall site design. While there are a few items remaining to be addressed, these can be addressed prior to final site plan approval stage. Therefore, we recommend preliminary approval of the site plan for the proposed Mobil gas station located at 11250 Haggerty Road, subject to the following conditions:

1. Confirmation that the gas station and drive-thru will have a maximum of three (3) employees in the largest working shifts.
2. Approval of the proposed storm water detention system by the Township Engineer and Wayne County.



3. Revision of the light fixture for the canopy and details of light pole with height.
4. Installation of a shingled roof for the building and canopy or use of an alternate metal roof color, per Planning Commission recommendation.
5. Details of all existing and proposed signage including sign area, height, material, lighting etc.
6. Removal of the existing non-conforming pole sign on the site.

Respectfully,

**McKENNA**

Vidya Krishnan  
Principal Planner

Hunter Whitehill  
Associate Planner

c: Matt Best, Van Buren Township Director of Public Services  
Dan Power, Director of Planning and Economic Development  
David Potter, FTCH, Township Engineers  
David McNally, Van Buren Township Fire Marshal



May 5, 2021

Planning Commission  
Charter Township  
of Van Buren  
46425 Tyler Road  
Belleville, Michigan 48111

**Subject: VBT-20-012 Jiffy Lube / 9701 Belleville; Final Site Plan Review #4; Revised Site Plan Dated April 2, 2021, applicant's response letter dated 4/29/21 .**

Dear Commissioners:

The applicant, Jiffy Lube International, Inc., proposes to construct a 3,064 square foot building to offer light automotive service repairs, including oil changes, replacement/ replenishment of lubricants, replacement of light bulbs, tire services and battery testing. The site is one of the outlots of Meijer, located on the south side of Tyler Road, between Belleville Road and Morton Taylor Road. The applicant received preliminary site plan approval from the Planning Commission on November 11<sup>th</sup> 2020, subject to several conditions.

We have reviewed the revised site plan for compliance with the conditions of preliminary site plan approval and offer the following comments (any items that require changes or additional information are underlined):

#### COMMENTS

1. **Lot split and combination must be completed prior to start of construction.** This condition has been met. The Township Assessor has approved the lot split.
2. **Copy of an irrevocable shared parking and cross access easement agreement with Meijer must be provided.** This condition has been met. The applicant has submitted copies of the proposed cross-access easement agreement and parking agreement for 4 parking spaces, with Meijer parcel. A signed, notarized and recorded copy of the 2 documents must be submitted to the Township upon completion of execution.
3. **The proposed stormwater detention system must be reviewed and approved by the Township Engineer and Wayne County.** This condition can be met. It is our understanding the applicant is in the process of receiving final plan approvals from Wayne County.
4. **The applicant must clarify that the proposed shrubs located around the parking lot will be 3 feet in height within 12 months of planting.** This condition has been met. The specific requirement for the BROD district states *a five (5) foot buffer area extends the length of the parking lot, and includes an opaque screen of landscaping 24" in height. The hedge shall attain*

*opacity and a height of three (3) feet within twelve (12) months of planting under normal growing conditions.* Comment 8h on sheet L1.20 notes that a 30" hedge will be planted, but will grow to comply with the 36" requirement.

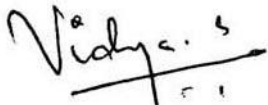
5. **The proposed photometric plan must include the plaza area illumination for safety.** This condition has been met. The photometric plan has been included as part of the final site plan submittal, and shows two (2) bollard light fixtures at the plaza area for illumination.
6. **The proposed building architecture must be revised to include true brick and additional brick accent bands or alternate designs to comply with the BROD standards as discussed in Comment 11 of the preliminary approval letter dated 10/30/2020.** This condition can be met. The building elevations have been revised to indicate compliance with the minimum 50% window space requirement on the ground floor level facing the street. The elevations now include a rowlock course of brick to provide detail to the upper brick areas of the façade. The thin veneer face brick appears to have been replaced with a different veneer. The elevations shown on Sheet A-4 refer to detail numbers A-7 and A-7.1 for the brick; however, those details don't appear to be included. We recommend that the applicant present a colored elevation and a sample at the Planning Commission meeting for approval.
7. **Special land use approval by Township Board of Trustees.** This condition has been met. The proposed used received special land use approval from the Township Board of Trustees on December 1, 2020.

## RECOMMENDATION

All of the conditions of preliminary plan approval have been met at this time. Therefore, we recommend that the Planning Commission grant final site plan approval for Jiffy Lube to be located at 9701 Belleville Road, subject to:

1. Submission or recorded copies of the parking and access easements.

Respectfully  
**McKENNA**

  
Vidya Krishnan  
Principal Planner

- c: Dan Power, Director of Planning & Economic Development  
Matt Best, Director of Public Services  
Paul Kammer, FTCH, Township Engineers  
David McNally, Van Buren Township Fire Chief

