



CITY OF MARINE CITY
Planning Commission Meeting Agenda
Marine City Fire Hall 200 South Parker Street
Regular Meeting: Monday, May 9, 2016 7:00 PM

1. CALL TO ORDER

2. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

- 3. ROLL CALL:** Chairperson Rebecca Lepley; Commissioners Linda Gabler, Keith Jenken, Rudolfo Menchaca, Joseph Moran, and Thomas McKenzie; City Commissioner David Simpson; Building Official Arthur Garbarino; City Manager Elaine Leven

4. APPROVE AGENDA

5. APPROVE MINUTES

- A. April 11, 2016 Meeting Minutes

6. COMMUNICATIONS

- 7. PUBLIC COMMENT** *Residents are welcome to address the Planning Commission. Please state name and address. Limit to five (5) minutes.*

8. UNFINISHED BUSINESS

- A. Site Plan Review ~ Riverside Spline & Gear
B. Beach Pavilion & Restroom Facility
C. Master Plan

9. NEW BUSINESS

- A. Site Plan Review ~ Inn on Water Street
B. Site Plan Review ~ Belle River Investment, LLC.

10. ADJOURNMENT

**City of Marine City
Planning Commission Meeting
April 11, 2016**

A regular meeting of the Marine City Planning Commission was held on Monday, April 11, 2016, in the Fire Hall, 200 South Parker Street, Marine City, Michigan, and was called to order by Chairperson Rebecca Lepley at 7:03pm.

After observing a moment of silence, the Pledge of Allegiance was led by Chairperson Lepley.

Present: Chairperson Lepley; Commissioners Jenken, Moran, and; City Commissioner Simpson; City Manager Leven; Deputy Clerk McDonald

Absent: Commissioners Gabler, Menchaca, and McKenzie; Building Official Garbarino

Approve Agenda

The following item was added to the Agenda:

Item #9-B ~ Report from 2016 Annual Workshop

Motion by City Commissioner Simpson, seconded by Commissioner Jenken, to approve the Agenda, as amended. All Ayes. Motion Carried.

Approve Minutes

Motion by City Commissioner Simpson, seconded by Commissioner Moran, to approve the March 14, 2016 Meeting Minutes of the Planning Commission, as presented. All Ayes. Motion Carried.

Communications

None.

Public Comment

*

None.

Unfinished Business

Master Plan Update

*

City Manager Leven stated that the City Commission had approved the quote from the Metropolitan Planning Commission (MPC), and that the Board could move forward with the Master Plan update and setting dates for the public visioning portion. The next step would be to coordinate dates with the MPC.

New Business

Site Plan Review ~ Riverside Spline & Gear

Due to the absence of Building Official Garbarino, City Manager Leven briefly discussed the Site Plan Review and stated that possible issues with the plans were the loading/unloading zone and the accessibility of the trash bins for the waste hauler to empty.

Motion by City Commissioner Simpson, seconded by Commissioner Moran, to table the item until the May 9, 2016 meeting due to the absence of Building Official Garbarino and the project stakeholders. All Ayes. Motion Carried.

Report from 2016 Annual Workshop

Chairperson Lepley began by thanking Commissioner Moran for also attending the workshop. She then discussed topics that were covered at the workshop, in particular the Right to Farm and how it impacted Marine City.

Commissioner Moran shared that he had attended the Seven Habits of a Highly Walkable Community Workshop. He stated that Marine City fit into many of the categories that were discussed, and then talked briefly about the key characteristics that make the City walkable. Lastly, a discussion about trees took place and how it related to the walkability of Marine City.

Adjournment

Motion by City Commissioner Simpson, seconded by Commissioner Moran, to adjourn at 7:43 pm. All Ayes. Motion Carried.

✧

Respectfully submitted,

Elizabeth McDonald
Deputy Clerk

✧

Kristen Baxter
City Clerk

✧

9A

PAID

APR 21 2016

City of Marine City

SITE PLAN REVIEW APPLICATION

CITY OF MARINE CITY, MICHIGAN
303 S. Water Street, Marine City, Michigan 48039

Regular meetings of the Planning Commission are held on the second Monday of each month. This Application must be submitted with seventeen (17) sets of sealed plans at least thirty (30) days prior to the next regular scheduled meeting. If the proposed development requires landscaping, then a landscape architect seal must also be on the plans. Applicant will reimburse the City of Marine City for all Planning Consultant fees and Engineering Consultant fees associated with this application before being placed on the Agenda.

Application fees:

- \$200.00 Single & Multi-Family (up to 3 Units)
- \$300.00 Commercial, Industrial, Subdivisions, Condos, Multi-Family (4 or more Units)
- \$100.00 Special Use Application

Applicant's Name: THOMAS VERTIN

Address: _____
Street City State Zip

Phone: _____ Fax: _____ Email: _____

Name of Proposed Development: INN ON WATER Street

Location of development:

102 BRIDGE ST TERHUNE PROPERTY
Number Street Parcel #

Copy of Legal Description Attached

Description of Development: New: Hotel Addition: _____

Proposed Use: Hotel - Condo (MIX)

Property Owner: SAME

Address: _____
Street City State Zip

Phone: _____ Fax: _____ Email: _____

Site Plan Preparer: INTUZ LTD.

If petitioner is not the owner, state basis for representative (i.e. Attorney, Representative, Option-to-Buy, etc)

Checklist of Required Data to be Included on Site Plan

Site plans 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 minimum scale of 1" = 20' if the subject property is less than three acres, and 1" = 50' if three or more acres. Included on the site plan will be all dimensions and the following:

General:

- Proprietors name, address and telephone number
- Date (month, day, year) including revisions
- Title block
- Scale
- North point
- Location map drawn at a scale of 1" = 2000' with North point indicated
- Architect, engineer, surveyor, landscape architect, or planner's seal
- Existing lot lines, building lines, structures, parking areas, etc. on the parcel, and within 100 feet of the site
- Centerline and existing and proposed right-of-way lines
- Zoning classification of petitioner's parcel and all abutting parcels
- Gross acreage figure
- Proximity to major thoroughfare and/or section corners

Physical Features:

- Proposed locations of access drives, street intersections, driveway locations, sidewalks, signs, curbing, and acceleration, deceleration, and passing lanes
- Location of existing and proposed service facilities above and below ground, including:
 - Storage, loading, and disposal areas for chemicals, hazardous substances, salt, and fuels
 - Water main, hydrants, pump houses, standpipes, and building services and sizes
 - Sanitary sewers and pumping stations
 - Stormwater control facilities and structures including storm sewers, swales, retention and detention basins, drainageways, and other facilities, including calculations for sizes

▪ Location of all easements

- All buildings with dimensioned floor plans, setback and yard dimensions, and typical elevation views of proposed structures
- Dimensioned parking spaces and calculations, drives, and method of surfacing
- Exterior lighting locations and illumination patterns
- Location and description of all existing and proposed landscaping, berms, fencing, and walls
- Sidewalks and bike paths
- Trash receptacle pad location and method of screening
- Transformer pad location and method of screening
- Dedicated road or service drive locations
- Entrance details including sign locations and size
- Designation of fire lanes
- Any other pertinent physical features

Natural Features

- Existing topography with a maximum contour interval of two feet indicated. Topography on the site and beyond the site for a distance of 100 feet in all directions shall be indicated.
- A grading plan showing finished contours at a maximum interval of two feet, correlated with existing contours so as to clearly indicate required cutting, filling, and grading.
- Location of existing drainage courses, lakes, ponds, wetlands, river and streams, including their water surface elevation, floodplain elevation, and ordinary high water mark.
- Location of other natural resources features, including woodlands.

Additional requirements for Multiple-Family, and PUD Developments:

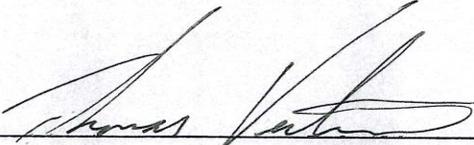
- Density calculations by type of unit by bedroom count
- Designation of units by type of unit in each building
- Carport locations and details where proposed
- Specific amount of space and locations
- Type of recreation facilities to be provided in recreation space
- If proposed, details of community building and fencing of swimming pool

Additional requirements for commercial and industrial developments:

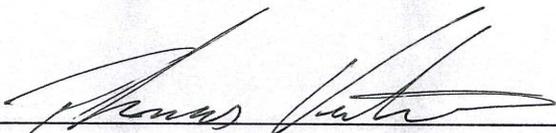
- Loading / unloading areas
- Gross and useable floor area
- Number of employees in peak usage

OMISSION OF ANY REQUIRED DATA WILL RESULT IN PROCESSING DELAY

I (We) hereby attest that all the information provided in this application, and attachments submitted, are true and correct to the best of my (our) knowledge and belief.

Applicant's Signature: 

Dated: 4-21-15

Owner's Signature: 

Dated: 4-21-15

Return to: City of Marine City
303 South Water Street
Marine City, Michigan 48039

9B

SITE PLAN REVIEW APPLICATION

PAID
APR 18 2016
City of Marine City

CITY OF MARINE CITY, MICHIGAN
303 S. Water Street, Marine City, Michigan 48039

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Application fees:

\$200.00	Single & Multi-Family (up to 3 Units)
\$300.00	Commercial, Industrial, Subdivisions, Condos, Multi-Family (4 or more Units)
\$100.00	Special Use Application

Applicant's Name: PHILLIP J PERKOWSKI

Address: _____
Street City State Zip

Phone _____ Fax: _____ Email _____

Name of Proposed Development: Belle River Investment LLC

Location of development:

1001 South Belle River Ave
Number Street Parcel #

Copy of Legal Description Attached

Description of Development: New: _____ Addition: INTERIOR WALLS

Proposed Use: Inside mini Storage units

Property Owner: PHILLIP J PERKOWSKI

Address: _____
Street City State Zip

Phone: _____ Fax: _____ Email: _____

Site Plan Preparer: _____

If petitioner is not the owner, state basis for representative (i.e. Attorney, Representative, Option-to-Buy, etc)

Checklist of Required Data to be Included on Site Plan

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- Proximity to major thoroughfare and/or section corners

Physical Features:

- Proposed locations of access drives, street intersections, driveway locations, sidewalks, signs, curbing, and acceleration, deceleration, and passing lanes
- Location of existing and proposed service facilities above and below ground, including:
 - Storage, loading, and disposal areas for chemicals, hazardous substances, salt, and fuels
 - Water main, hydrants, pump houses, standpipes, and building services and sizes
 - Sanitary sewers and pumping stations
 - Stormwater control facilities and structures including storm sewers, swales, retention and detention basins, drainageways, and other facilities, including calculations for sizes

- Location of all easements
- All buildings with dimensioned floor plans, setback and yard dimensions, and typical elevation views of proposed structures
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- Exterior lighting locations and illumination patterns
- Location and description of all existing and proposed landscaping, berms, fencing, and walls
- Sidewalks and bike paths
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- Transformer pad location and method of screening
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- A grading plan showing finished contours at a maximum interval of two feet, correlated with existing contours so as to clearly indicate required cutting, filling, and grading.
- Location of existing drainage courses, lakes, ponds, wetlands, river and streams, including their water surface elevation, floodplain elevation, and ordinary high water mark.
- Location of other natural resources features, including woodlands.

Additional requirements for Multiple-Family, and PUD Developments:

- Density calculations by type of unit by bedroom count
- Designation of units by type of unit in each building
- Carport locations and details where proposed
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- If proposed, details of community building and fencing of swimming pool

Additional requirements for commercial and industrial developments:

- Loading / unloading areas
- Gross and useable floor area
- Number of employees in peak usage

OMISSION OF ANY REQUIRED DATA WILL RESULT IN PROCESSING DELAY

I (We) hereby attest that all the information provided in this application, and attachments submitted, are true and correct to the best of my (our) knowledge and belief.

Applicant's Signature: Philip J. Pederson

Dated: 4-11-16

Owner's Signature: Philip J. Pederson

Dated: 4-11-16

Return to: City of Marine City
303 South Water Street
Marine City, Michigan 48039



WADE TRIM

RECEIVED
MAY 02 2016

City of Marine City

April 27, 2016

City of Marine City
303 S. Water Street
Marine City, Michigan 48039

Attention: Planning Commission

Re: Site Plan Review
1001 S. Belle River Avenue
Proposed Drive-Thru Self-Storage Center
Wade Trim File No.: MRN 6115-01D

Dear Commissioners:

We are in receipt of a site plan submitted by property owner Belle River Investments to establish a new drive-thru self-storage center use within an existing building located at 1001 S. Belle River Avenue. Located on the east side of S. Belle River Avenue, with direct frontage on the Belle River, the approximately 1.6 acre property is presently zoned I-1, Light Industrial District. As shown on the enclosed "Site and Zoning Development Pattern" exhibit, the subject site is actually comprised of two legal parcels, Parcel ID# 02-200-0007-000 (hereafter referred to as Parcel A) and Parcel ID# 02-125-0028-999 (hereafter referred to as Parcel B). The property is currently zoned I-1, Light Industrial District. The proposed use is a permitted principal use in the I-1 District (please refer to Section 160.126,(G)).

Parcel A is occupied by an existing 34,605 square-foot building. This building is presently vacant. The building occupies almost the entire property area and is built to the front property line. The building can be accessed by four existing service doors/driveways which connect directly to S. Belle River Avenue. Parcel B is presently vacant and consists of a grass area. An unimproved gravel driveway provides access from S. Belle River Avenue to Parcel B. It should be noted that Parcel B also extends across S. Belle River Avenue and occupies a vacant piece of residentially zoned land (Zoned R-1A district) at the southwest corner of S. Belle River Avenue and Brown Street.

The property owner intends to convert the majority of the existing building (27,640 square feet) into a drive-thru self-storage facility. The building would include 136 total self-storage units, ranging in size from 50 square feet to 300 square feet each. The southern-most 6,965 square feet of the existing building would be kept as a "personal storage area" for the owner. A proposed 12-foot, 8-inch wide access aisle would provide vehicular access within the building. Immediately to the north of the existing building, a six-space asphalt parking area is proposed, along with an asphalt driveway to S. Belle River Avenue (where the existing gravel driveway is currently located). According to the site plan, no employees will be present on-site. Customers of the self-storage facility will have access through an automatic door opener and key card device.

The site plan has been prepared by Mrozek Architecture, PLC and Bayview Engineering, Inc. with sheets dated, April 1, 2016, April 4, 2016, and April 15, 2016. We have reviewed this site plan for compliance with the City of Marine City Zoning Ordinance and sound planning principles. We note the following concerns or omissions:

Wade Trim Associates, Inc.
500 Griswold Avenue
Suite 2500
Detroit, MI 48226

313.961.3650
313.961.0898 fax
www.wadetrim.com



1. The "Site Plan, Paving and Grading Plan" sheet includes the written legal description for the subject site (which consists of two legal parcels of land). However, the property lines shown on the sheet do not match the legal descriptions. For example, Parcel B (Parcel ID# 02-200-0007-000) includes Lot 4 of the Brown & Cottrells Subdivision, which is located at the southwest corner of S. Belle River Avenue and Brown Street; however, this is not reflected on the sheet.

Further, the "line" separating the two legal parcels is not shown. Based on St. Clair County GIS/assessment records, it appears that this line is just to the north of the existing building. This means that the proposed parking lot would either straddle two legal properties or would be located on a different legal property than the building that it is proposed to serve. We recommend that the property owner pursue with the City a lot split and combination so that the proposed self-storage center and parking lot would be included on a single legal parcel of land.

2. The proposed internal "drive-thru" access aisle will be a one-way access aisle, from the north end of the building to the south end. For much of its course within the building, the access aisle will be between 12 feet and 12 feet, eight inches wide. Given the nature of the storage use, the access aisle must be wide enough to accommodate vehicles parked for loading and unloading while also allowing for vehicles to maneuver around parked vehicles. Please note that various size trucks are likely to utilize the facility; a medium size U-Haul truck is seven feet, eight inches wide. The applicant should also examine the turning radii of the access aisle to ensure that it can accommodate longer trucks and vehicles with trailers.
3. A six-space off-street parking lot is proposed to the north of the existing building. However, no off-street parking calculations have been provided on the site plan, with the exception of a note stating that "building used for storage only, minimal parking needed." (Please note that the Zoning Ordinance does not contain a formula for determining the number of required off-street parking spaces for a self-storage facility; thus, the Planning Commission must consider the parking requirements of a similar use in accordance with Section 160.214,(A),(9)). The Planning Commission should provide direction to the applicant as to the parking formula that is applicable for this use.
4. Section 160.215,(G) of the Zoning Ordinance requires a continuous and obscuring wall not less than four feet, six inches in height along all sides of an off-street parking lot adjacent to a single-family residential zoning district. The properties immediately across S. Belle River Avenue are zoned R-1A, One-Family Residential District. Thus, an obscuring wall, as required by the ordinance, must be shown on the site plan along the front (west) side of the off-street parking lot. Further, keeping with the intent of this Section, it is our opinion that a wall would be required on the rear (east) side of the parking lot as a screening mechanism for the single-family zoned and used properties on the opposite side of the Belle River. This subject site is clearly visible from the rear yards of these properties across the river (also see Section 160.219,(H) and Section 160.221,(A)).
5. The "Site Plan, Paving and Grading Plan" sheet indicates that no landscaping is proposed. The applicant should be aware that the landscaping and screening

requirements of Section 160.219 would apply to this project (see Section 160.219,(B),(3) and (6)). Pertinent subsections would include, but are not limited to:

- Subsection (C) – Landscape plan required
- Subsection (E) – Landscape design standards
- Subsection (F) – General landscaping
- Subsection (H) – Perimeter parking lot landscaping
- Subsection (O) – Maintenance

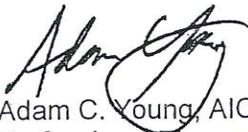
The site plan will need to be revised to demonstrate compliance with Section 160.219.

6. The "Site Plan, Paving and Grading Plan" sheet illustrates a 4.5 inch thick bituminous pavement section. Pursuant to Section 160.215,(L) of the Ordinance, the owner must execute and deliver to the Planning Commission an approved performance bond guaranteeing that the parking area (and proposed maneuvering lanes) will be hard surfaced as required within one year after occupancy. Further, delivery of the bond is a condition precedent to the site plan approval.
7. The off-street parking area will require filling and grading for positive drainage toward the west, ultimately emptying over the seawall to the Belle River. It is possible that this filling and grading activity would require an Inland Lakes and Streams Permit from the DEQ for proximity and drainage to the Belle River, a connecting Great Lakes waterway.
8. A sidewalk is not identified along the front property line pursuant to Section 160.231.

In conclusion, we recommend action on this site plan be postponed to allow the applicant time to submit a revised site plan which addresses the concerns or omissions described above.

Very truly yours,

Wade Trim Associates, Inc.



Adam C. Young, AICP
Professional Planner

ACY:jel
MRN 6115-01D
SPR 1001 S Belle River Drive Thru Self-Storage.docx

Attachment (*Site and Zoning Development Pattern*)

cc: Mr. Arthur Garbarino, City Building Official