

Shirley Kautman-Jones, *Supervisor*
Katie Vick, *Clerk*
Ann Marie Moore, *Treasurer*
Barry June, *Trustee*
Patrick Major, *Trustee*



P.O. Box 277
7386 S. Gale Road
Goodrich, MI 48438-0277
Phone: 810-636-2548
Fax: 810-636-6244
www.atlastownship.org

Memorandum

To: Mr. Brett Jory, RBF Storage and Mr. Casey Leach, Kieft Engineering
From: Atlas Township Site Plan Review Committee
Date: July 21, 2023
Subject: Site Plan for Proposed RBF Storage

The Atlas Township Site Plan Review Committee has completed a review of the application that was submitted in support of your site plan review request to establish a new self storage facility on the west side of State Road (M-15) in near Coolidge Road (property ID# 02-10-300-018). The subject site is was recently rezoned to the C-2, General Commercial District. Self storage facilities are a conditional use within the C-2 District. Conditional use approval was granted by the Planning Commission in 2022; however, site plan review and approval is required by the Planning Commission.

We have reviewed the application package and site plan to verify that it includes all information required per Section 300.1301,E of the Atlas Township Zoning Ordinance. Please note that this review is limited to a determination of whether the application is complete, meets basic threshold requirements, and is ready to be forwarded to the Planning Commission for site plan review at a public meeting. The site plan which accompanied the application was prepared by Keift Engineering, Inc. and is dated June 28, 2023.

Please note that there are numerous items required to be included on all site plans submitted for Planning Commission review per Section 300.1302,E which have not been provided. These missing informational items are listed below:

1. The site plan does not include a wetland determination by a recognized consultant (subsections E,4,c and E,5,q)
2. The site plan does not show existing woodlands by approximate outline of the total canopy nor individual deciduous trees over eight inches in caliper measured at a height of four and one-half above the ground and individual evergreen trees six feet in height when not a part of a group of trees (subsections E,4,d and E,5,p)
3. The site plan does not specify the size (height or caliper) of the proposed trees to be removed (subsection E,4,d)
4. Soil types are labeled but no information about the characteristics of the soil types has been provided (subsection E,4,e)

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5. The survey does not go all the way to 400 feet beyond the subject site. Please note that we would allow a separately provided aerial photograph showing existing facilities within 400 feet as a means to satisfy this requirement. (subsection E,4,g)
6. No elevation drawings of the building have been provided (subsection E,5,c)
7. The percentage of building and impervious surface coverage has not been provided (subsection E,5,d)

Recommendation for Planning Commission Review

Because of these deficiencies, the Site Plan Review Committee has determined that the application package is **NOT complete** and cannot be forwarded to the Planning Commission for site plan review. Please submit revised and/or additional information to the Atlas Township Clerk.

Additional Comments/Considerations

Below are additional comments that the Site Plan Review Committee suggests you take into consideration for potential revisions and/or additions to the site plan:

- We question whether there will be an office building or space for the development, and if so, whether water and sanitary service will be provided to such office. (As part of the conditional use review in 2022, Mr. Jory provided correspondence to the Township dated June 7, 2022 indicating that there will be a "stick-built" office building similar to the one provided at the Joubran site.) If applicable, elevation drawings of this proposed office building must be provided and the location and size of wells, septic tanks and drain fields must be provided.
- As part of the conditional use review in 2022, Mr. Jory provided correspondence to the Township dated June 7, 2022 outlining proposed security measures, a commitment that there will be no storage of hazardous materials, and a commitment that there will be no repair, painting or maintenance on-site. We request that these explanations and commitments be added to this site plan as notes.
- There appears to be a "gap" in the perimeter wood screening fence along the southern edge of the site between the proposed 4,125 square foot building and the proposed 2,300 square foot building.
- The site plan does not label/indicate the proposed surface type along the western and northern perimeter of the development.
- The site plan Sheet C1.01 indicates that this will be a 2-phase development and a phasing demarcation line has been provided. Additional detail or information must be provided to ensure that required site improvements – such as the detention pond, perimeter screening fence, and landscaping – will be provided as part of Phase 1.

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- There appears to be larger existing trees in the southeastern corner of the site along the State Road frontage. Based on the landscaping plan Sheet L1.01, it appears that these existing trees will be removed and new trees will be planted. We encourage the applicant to consider whether these existing trees, and any other existing vegetation on site, can be retained.
- A long-term landscaping maintenance statement will need to be added to the landscape plan as required by Section 300.3A05 of the Zoning Ordinance.
- Please be prepared to submit documentation from MDOT regarding the proposed driveway to State Road (M-15). This may include the permit issued by MDOT or preliminary correspondence from MDOT indicating that the proposed design may be acceptable.
- Please be prepared to submit documentation from the Genesee County Drain Commission regarding the proposed stormwater discharge to York Drain. This may include the permit issued by GCDC or preliminary correspondence from GCDC indicating that the proposed plan may be acceptable.

Traffic Impact Study Determination

Section 300.1302,E,5,h of the Atlas Township Zoning Ordinance requires a traffic impact study to be submitted for any proposed development expected to generate over 50 vehicle trips during peak hours or over 500 vehicle trips a day (VTD). The following formula is used by the Institute of Transportation Engineers (ITE) for a mini-warehouse use:

- Peak hour trips = 1,000 sq. ft. * 0.26
- Vehicle trips per day = number of storage units * 0.25

This proposed mini-warehouse use, which consists of 300 storage units and contains 51,000 square feet of floor space, is estimated to generate 13.26 peak hour trips and 75 trips per day. **Therefore, the Site Plan Review Committee has determined that a traffic impact study is NOT required to be prepared.**

Environmental Impact Assessment Determination

Section 300.1302,E,5,r of the Ordinance requires an environmental impact assessment to be submitted upon a finding that the site contains sensitive environmental features which may be impacted by the proposed development. **The Site Plan Review Committee does NOT require an environmental impact assessment at this time.** (Please note that the Planning Commission retains final authority for determining whether an environmental impact assessment is necessary.)