

**Elk Rapids Township
Planning Commission**

Meeting Minutes – Tuesday May 21, 2013

Chairwoman Smith called the meeting to order at 6:30 PM at the Government Center, 315 Bridge Street.

Present: Jean Derenzy, William Larson, Jim Lundy, Emile Sabty & Shen Smith.

Absent: Dorance Amos, Renee Mischel.

Also Present: Leonard Harrett, Zoning Administrator. Larry Nix, Planning Consultant. Audience 4.

Adoption of Agenda: M/S – Lundy/Derenzy. Agenda for 5-21-2013 meeting was adopted unanimously.

Approval of Minutes: M/S – Derenzy/Lundy. Minutes for 4-16-2013 meeting were approved unanimously.

Public Forum: None

Zoning Administrator Comments: Mr. Harrett advised that all the information required for completing the Site Plan Review/Special Exception Use for 365 Outdoor is now on hand.

Site Plan Review. – 365 Outdoor Inc.

M/S – Lundy/Derenzy. Moved to take from table the 365 Outdoor Inc, Site Plan for completing the review.

Passed 5-0-0

Mr. Nix addressed his memo of May 15, 2013 which covered all the items that changed or were discussed at the last meeting. The memo also listed the ten (10) conditions outlined at that meeting. All other requirements for the Site Plan Review have been met.

The Chair asked for comments from the members. Mr. Sabty distributed a copy of that part of the Site Plan that showed the Reserved Future Parking with seven (7) new added spaces. The Site Plan required 48 parking spaces but showed only 41 spaces. The suggested seven new spaces to be added to the Future Parking area would satisfy the requirement. The applicant had received a copy and was satisfied with the suggestion. The members indicated satisfaction with requested Site Plan. With no further discussion the Chair asked for a motion.

M/S – Sabty/Derenzy. Move to approve the Site Plan as presented for 365 Outdoor, Inc. with the following ten (10) conditions:

1. **Void Past Approvals:** Other uses and conditions previously approved by the Elk Rapids Township that are not associated with 365 Outdoor, Inc. operations are hereby voided.
2. **Outdoor Functions:** No outdoor functions are allowed on the premises that are not considered in the landscape and irrigation category.
3. **Fire Department Recommendations:**
 - a. Install a key lockbox at the gates that complies with the Elk Rapids Fire Dept. requirements.
 - b. All flammable liquid is to be stored in an out-building that is at least 10' from a main structure.
4. **Sewer Line Hook-Up:** The property owner warrants and agrees to hook up to the Township sewer system if and when it would become available to the property.
5. **Outside Lighting:** To prevent glare from traveling onto neighboring properties, or cause traffic problems, outside lighting located on the property is to be Zero Degree down mounting. Lighting details shall be reviewed and approved by the Zoning Administrator prior to issuance of Township permits.

6. **Front Set Back:**
 - a. Should adhere to the deeper front setbacks in practice by the US-31 Corridor Commercial Zone businesses as advanced by the Master Plan.
 - b. The 15 parking spaces located west of the front set back line should be separated from it by "Parking Blocks" or anchored "Rail Road Ties."
 - c. No trailers or equipment is to be parked in the front setback area behind or in front of the existing fence. Living landscape material may be temporarily stored at the front setback area west of the fence.
 - d. The circular driveway in the front, around the sign, should not encroach into the MDOT ROW.

7. **Site Plan Time Frame:** This Site Plan covers proposed changes contemplated and completed by 4-16-2014. Future proposed structures after 4-16-2014 should be applied for separately at such time accompanied with the required engineering drawings and other required standards.

8. **Outside Storage:** Landscape Material should be stored in bin blocks, especially any piled material, based upon the Special Exception Use Permit.

9. **Parking On Site:**
 - a. All 48 customer and employee designated parking spaces should be configured on a 10'x20' parking area per vehicle.
 - b. Any customer and employee parking spaces that would not be currently developed are to be noted as "Available Future Parking Spaces," and should be preserved and their space stay opened. Seven (7) additional parking spaces need to be added to the 'future parking area' to total 48 parking spaces.
 - c. Future parking shall be reserved as such and not developed for other purpose.

10. **Greenbelt Requirement:** The present plant screening is acceptable, however if some plants should die off, they shall be replanted to meet the specification in the Zoning Ordinance.

Vote: Yes to approve. Derenzy, Larson, Lundy, Sabty & Smith.

Passed 5-0-0

Public Hearing

Special Exception Use – 365 Outdoor, Inc.

Mr.Sabty read the official notice for the public hearing that appeared in the local newspaper. The members were satisfied with the application. Mr. Nix emphasized that the outside storage area in the NW corner of the site is where the trailer and equipment would be parked and at no other place on the site. Previously in that area of the Site Plan it showed storage of compost, plant and material, that was removed from there and it is now exclusive for parking.

The Chair asked for Public Comment. Mrs. Mary Cooper, a resident neighbor expressed concern with noise created from parking trailers and equipment. The applicant responded that they do not have large trucks, that their cars are no larger than a pickup. She was also concerned with dumping refuse there which might cause bad smell, something she experienced with the previous owner. It was mentioned that the previous owner might have been dumping fermented mash.

With no further Public Input Lundy/Derenzu moved to close the Public Hearing.

Passed 5-0-0

As there was no further discussion, The Chair asked for a motion.

M/S – Sabty/Lundy. Move to approve the application by 365 Outdoor. Inc. for Special Exception Use for open space storage of landscape material and equipment; with emphasis that the stored material or equipment stay screened and the surrounding green belt around the property is maintained, and any dead

plants are replaced as required by the Zoning Ordinance.

Vote: Yes to approve. Derenzy, Larson, Lundy, Sabty & Smith.

Passed 5-0-0

New Business

Collaborative Master Plan

Mr. Sabty advised that the distributed Master Plan review period ends on June 3, 2013 after which a Public Hearing can take place. The original plan was to hold a joint Public Hearing with the Village, but after review and discussion with the Township it is suggested that the Township should hold an independent Public Hearing for the Township only. This proposal is for the members to consider and decide if we would go that way. He further suggested that when the TWP Planning Commission holds their review, that the final copy of the TWP Master Plan would be printed with the traditional Master Plan Cover used by the Township, but keep the internal content as is. He presented a proposed calendar of events for the suggested process:

- End of 63 day Advisory period June 3, 2013.
- Notice sent to Local Paper on June 20, 2013 for the TWP Jul 16, 2013 Public Hearing.
- TWP Public Hearing Notice appears in paper on June 27, 2013
- Public Hearing can be held 15 days after the Notice in the paper, after July 12, 2013
- TWP Public Hearing July 16, 2013 which is the scheduled PC Meeting date.

M/S – Lundy/Sabty. Move to hold a Township Public Hearing on July 16, 2013 for approving the Collaborative Master Plan.

Passed 5-0-0

Correspondence: None

Public Comment: None

Members Comments:

Mr. Sabty advised that the Zoning Amendments forwarded to the County for review and approval should be back after their June 4, 2013 meeting in time for the TWP meeting on June 11, 2013.

Chairwoman Smith stated that the only item so far scheduled for July 16, 2013 meeting is the Master Plan. She asked Mr. Nix to prepare a list of items to work on in the future. Mr. Sabty went over his records and read the last working list the PC used which included some completed items and others still not worked on. It was concluded that he would mail the list to Mr. Nix for his use in preparing a suggested future to be worked on list.

As there was no further business Chairwoman Smith adjourned the meeting at 7:30 PM.

The next scheduled meeting will be held on Tuesday July 16, 2013 at the Government Center, 315 Bridge Street, Elk Rapids MI.

E. S. Sabty, Secretary
5-21-2013

Approved 7-16-2013

Minutes are subject to approval at the next regular Planning Commission Meeting.