

**Elk Rapids Township Planning Commission**  
**Meeting Minutes – Tuesday, April 21, 2015, 6:30 PM**

**Present:** Shen Smith, Jim Lundy, Pug Sliger, William Larson, Dorrance Amos

**Absent:** Jean Derenzy and Renee Mischel

**Others Present:** Len Harrett , Zoning Administrator, Julia Amos, Pete VanDenBerge, Tom Wiltse  
And 4 others

**Adoption of Agenda:** Agenda for the April 21, 2015 meeting unanimously adopted by the Commission.  
**M/S – Lundy/Amos**

**Approval of Minutes:** Minutes for the January 20, 2015 meeting unanimously adopted by the Commission.  
**M/S – Sliger/Lundy**

**Public Forum:** Pat Brady: Regarding “Old Business” on the Agenda G 1&2. His observations on the R-3 committee were that it is not a plan by “Community, but by Committee”. As there were few people present other than the Village and Township committee members at the joint Committee meetings, he questioned whether there were notices sent out to the 18 property owners that were being considered. He is also concerned about the haste in which this is being done. Chairman Smith indicated that the township has only one small less than one acre R-3 Parcel available at this time and it is important that the Township have more identified parcels to offer a potential developer.

**Zoning Administrator Report:**

1. Mr. Harrett reported Dale Hull of the Pine Hollow Institute submitted additional paperwork he felt necessary to un-table his project on April 6, 2015, but the un-tabling of the PHI proposal with this meeting on April 21<sup>st</sup>, was declined for the material received was after the date require for the submission of a newspaper notice and for individual mailed notices of PHI un-tabling to the adjoining property owners within a 1000’ radius of the Pine Hollow Institute property. Mr. Harrett requested the Planning Commission determine a May date for a Special meeting.
2. Regarding the Hayden-Lakeview Project - Has run into “perk test problems”. It was requested of Mr. Harrett to waive the site size/perk test requirements but that request was denied. There has been no contact since from the proposed project owner or staff.
3. There was no correspondence received regarding this meeting’s Special Use Permit on the Pad Lock Storage expansion project..

**Open Public Hearing:** Opening of Public Hearing unanimously approved  
**M/S – Lundy/Amos**

A Special Use Permit is being requested by Tom Wiltse, dba Pad Lock LLC located at 10405 US 31-South (Tax ID #05-06-029-006-00), Elk Rapids Township, MI 49629. The Special Use being considered is for the enlargement and upgrade of an existing Mini-Storage facility as described in Elk Rapids Township Ordinance Section 11.05-C ; and review criteria will be per Ordinance Sections 17.06 and 19.07. Proposal is as stated on the Zoning Administrators report. Nothing is unusual about this property with all requested material being submitted is necessary.

There was discussion about removing the requirement for exterior fencing as the project backs up to Commercial property but as the Township Zoning Ordinance does require both fencing and evergreen plantings the only relief to these requirement being an amend the Ordinance. Further discussion about the “evergreen screening vegetation” , the spacing required between the trees , and the color of the slats required to be installed within the perimeter fence indicate that the applicant was in agreement to space the evergreen trees on 8’ centers and the color for the fencing slats to be white. Per the Township Fire Department’s request for the rear wall of Building “F” to be constructed of cement block. The applicant acknowledged

that if they are contemplating new signage a permit will be required. It was confirmed that when the existing buildings are repainted, they would be painted the same color as the new buildings (the applicant suggested a tan color, with white doors and the required 6' chain link fencing will contain slat colored white.

The applicant informed the commission that they plan to begin the building Phase One process as soon as their Special Use Permit is approved and they hope to have Phase One ready as soon as possible. Mr. Wiltse is also prepared to "permit" the entire development at this point, rather than wait and request a permit for the second phase when that time arrives. He acknowledges that the permit expires in 1 year and he will have to file for an extension if building is not finished in that time frame. It was agreed that the fencing and Screening vegetation will be in place before the units are ready to rental.

Reports were read into the minutes from the Zoning Administrator, Township Planner and a verbal report by the Township Fire Chief which identified their finding in regard for of this project (copies will be attached with the final minutes).

**Close the Public Hearing:** Closing of Public Hearing unanimously approved  
**M/S – Amos/Sliger**

**Motion to approve:**  
**M/S Amos/Lundy**

To approve a Special Use Permit for Tom Wiltse, dba Pad Lock LLC located at 10405 US 31 South (Tax ID #05-06-029-006-00) Elk Rapids Township, MI 49629 for the enlargement and upgrade of the existing Mini-Storage facility as described in Elk Rapids Township Ordinance Section 11.05-C; and the criteria per Ordinance Sections 17.06 and 19.07 Approval of the Special Use Permit is contingent upon the following conditions:

1. That the required evergreen screening plantings be on 8' centers and 3-5 feet in height at the time of planting with installation prior to October 1st, 2015.
2. Perimeter 6' security fencing will contain slats of white in color.
3. All new buildings will be of a tan color with white doors.
4. The rear wall of proposed Building "F" shall be constructed of cement block.
5. At the time when the existing buildings are repainted they will then match all new building colors of tan.
6. If new signage is to be consider it will require a Township Sign Permit.

No further discussion. All commission members voting yes. **Unanimously approved.**

**Old Business:** Township & Village R-3 Selection Committee

Julia Amos, ZBA Chair and Joint R-3 Committee Chair presented a recap of the three committee meetings. Amos publicly thanked all the committee members for their dedication to this project, as well as Township Supervisor, Bill White and Emil Sabty for their help. There were 21 parcels taken into consideration and 6 of them are being recommended by the Committee. South of the Village: Tax I.D 05-06-028-015-00, 05-06-028-001-00, 05-06-029-003-00; and North of the Village: 05-06-010-014-20, 05-06-175-026-00, 05-06-175-025-00.

Chairman Smith commented on how pleased she was with the received Village information as to future development of the sewer system. Mentioning that if R-3 were to be developed in the Kewadin area, then the much needed sewer hook-ups in the Maple Harbor and surrounding areas could be satisfied. There were no further comments from any of the Commission members regarding this presentation.

Chairman Smith questioned how to move forward in the creation of an Addendum to the Master Plan. She indicate she has been in contact with the Township Planner, Larry Nix, regarding the preparation of an Addendum to the Master Plan but as he was not available for this meeting further discussion on the Addendum will be tabled until a meeting where Mr. Nix will be available to answer questions about the proceedings required for adding an Addendum to the current Master Plan.

**M/S Lundy/Sliger** A motion was made to accept and approve the Joint Elk Rapids Township & Village committee findings and to begin the process of creating an Addendum to the Master Plan reflecting the six parcel recommended as potential R-3 development properties within the Township. Roll call: Amos/yes, Lundy/yes, Sliger/yes, Larson/yes, Smith/yes  
**Unanimously approved**

**New Business:** None

**Public Forum:** **Pine Hollow Institute:** Dave Hults, a property owner 200 ft south of Pine Hollow Institute addressed the Planning Commission and requested to be read into the minutes of this meeting an advertisement that appeared in the “**Traverse City Business News**”, February 2015 for the Pine Hollow Institute. Mr. Hults requested of the Planning Commission why PHI has been allowed to operate without the required Special Use Permit, and without being in compliance with the proper building and fire department requirements. On behalf of the adjacent property owners, he is requesting that PHI be cited and asked to cease all operation until all approvals for a Special Use Permit, building department and fire department codes have been granted. He questioned why PHI would publicly advertise a business that is operating without the proper permits. Chairman Smith asked if the Zoning Administrator would comment to that, and he declined at this point.

**Special Meeting in May:** Chairman Smith requested the determination of a May meeting date for the un-tabling of the Pine Hollow Institute’s request for consideration of a Special Use Permit for a Corporate Retreat as outlined in the Elk Rapids Township Zoning Ordinance. She indicated that a full board (all 7 members) in attendance was desirable for this meeting and asked each PC member to mark the May dates they would be available on a calendar. Pending confirmation from the absent members the Special Meeting date will likely be Wednesday, May 20<sup>th</sup> .

Material regarding the newest submissions from the Pine Hollow Institute project will be available to the public from the Township, by either downloading from the Township website or by requesting a print copy from the Township Clerk (with a cost for the printed copies). The Zoning Administrator will be sending written first class notices to all of the residents within 1000 feet of the Pine Hollow Institute.

**Member comments:** None

**Meeting unanimously adjourned at 7:54 pm**

**M/S Amos/Lundy**

---

**Jim Lundy, Elk Rapids Township Secretary**