

# Elk Rapids Township Planning Commission

## Meeting Minutes – Tuesday January 19, 2016 Draft

The meeting of the Elk Rapids Township Planning Commission was called to order by the Chairman, Shen Smith at 6:32 pm at the Government Center, 315 Bridge St., Elk Rapids MI 49629

**Present:** Shen Smith, Jim Lundy, Gary Pepper, Renee Mishcel, Dorance Amos, Vince Cooper

**Absent:** Pug Sliger, Jean Derenzy

**Also Present:** Len Harrett, Zoning Administrator, Larry Nix, Planning Consultant, William Derman, Attorney Brian Altonen, Pat Brady and 7 other people

**Adoption of Agenda:** Agenda for the January 19, 2016 meeting unanimously adopted by the commission.  
M/S – Lundy/Amos MOTION CARRIED

**Approval of Minutes:** Minutes for the November 17, 2015 meeting unanimously adopted by the commission,  
M/S – Lundy/Mischel With the spelling correction of “Dorance”.

**Public Comments:** None

**Zoning Admin Report:** Hayden Development – Harrett noticed “For Sale” signs on the several properties, but nothing else to report on that.

Regarding 365 Outdoor Maintenance and any correspondence received, there is nothing to report.

**Public Hearing:** Motion to open public hearing unanimously approved.  
M/S – Mischel/Amos

**Site Plan Review** Hearing presented by **John & Sandra Altonen and Townline Ciderworks LLC**, located at 11595 US 31, Williamsburg, MI 49690 (Mailing address: 16480 Townline Road, Williamsburg MI 49629) Tax ID# 05-06-032-017-00. Townline Ciderworks plans to build a single structure containing production equipment for creating fruit wines as defined in Section 1.03 and in accordance with Section 6.01.0 of the Elk Rapids Township Zoning Ordinance. Review Criteria will be per Ordinance Section 17.06

Zoning Administrator confirmed signage regulations.

Planning Consultant recommends approval, with the conditions outlined in his memo dated January 7, 2016. Attorney has nothing to add other than to compliment the applicant on the site plan.

Chair Smith confirmed that a letter of approval for Storm water management plan was received by Heidi Shaffer, the Antrim County Soil Erosion Officer. That is now attached to the minutes.

There were no public comments.

**Public Hearing Closed:** Motion to close the public hearing unanimously approved.  
M/S – Lundy / Mischel

M/S – Lundy/Mischel To approve the Site Plan submitted by John and Sandra Altonen and Townline Ciderworks LLC when the following conditions are met:

1. Public Health – Site improvements shall fully conform to the requirements of the Michigan Department of Public Health and the Antrim County Health Department.
2. As per the Elk Rapids Fire Department:
  - a. Install an approved key lock box for fire department access
  - b. Install address signs at both the building and roadside that conforms to the county address sign ordinance.
  - c. Maintain at least 15 feet of separation between the dumpster and any building.
  - d. Driveway gravel at least 20 feet wide and meets an appropriate standard for depth to support 30,000 GVW fire trucks and other large vehicles.
  - e. The proposed sign as noted on the site plan shall be placed between the US-31 right-of-way and the building, but not within the right-of-way.

**MOTION APPROVED UNANIMOUSLY**

**Unfinished Business:**

At this time Chair Smith acknowledged Bill Larson and his commitment to the Planning Commission and Zoning Board of Appeals over the past years. His knowledge and input will be greatly missed.

With that, Chair Smith then introduced Gary Pepler, who will be taking over for Larson on the Planning Commission. Welcome, Gary.

**Greenbelt & Fencing Commercial Property Review**

M/S – Mischel/Lundy      Public Hearing for the proposed amendment to Zoning Ordinance (revised draft dtd 1/11/16) presented by Larry Nix, as stated in the attached memo. This will go before the Commission at the next scheduled meeting on April 19, 2016.      Unanimously approved

**New Business:**

A Draft review of the Process for Township Applications was Presented by Larry Nix and William Derman . As stated in the attached memo.

**No public comments**

**No member comments**

**Adjourn:**                      Unanimously approved at 7:05 pm

M/S – Amos/Lundy