Elk Rapids Township Planning Commission
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SPECIAL MEETING – September 16, 2003

The Elk Rapids Township Planning Commission "Special Meeting for Kodiak Equipment/Crawford Enterprises, Inc" was called to order at 6:30 PM, on Tuesday, September 16, 2003. Present: Emile Sabty, Don Glowicki, Jr., Harry Potter, Shen Smith, Renee Mischel, Jim Lundy and Tom Dame. A quorum was established. Also present: Len Harrett, Mike Meindertsma, Lois & Tom McGregor, and Jeff Mansfield.

SPECIAL PUBLIC HEARING: The purpose of this special public hearing is to conduct a Site Plan Review & Special Exception/Special Use Permit for outside storage/display of company products for Crawford Enterprises, Inc., J.E. Crawford, 212 River Street, Elk Rapids, MI 49629, and Kodiak Equipment Company, Mike Meindertsma, 3881 E M-72, Williamsburg, Mi 49690, for property located at 11590 US 31 S, Williamsburg, Michigan 49690. Property tax number 05-06-032-009-20. The special public hearing was opened to the public and the legal notice was read into the record. One letter was received from Herbert & Janet Rice asking that the rear greenbelt not be mowed, and that no storage be allowed in the currently fenced areas. Renee Mischel reported receiving a telephone call from Ed Hammer (Wooden Hammer) requesting that outside displays not be allowed greater than that allowed for the previous tenant. Tom McGregor spoke indicating they had the same concerns as addressed in the letter from Herb & Janet Rice. Discussion regarding a golf cart sales & repair" business being an allowed use within the Commercial Zone was answered by Len Harrett, Twp Zoning Administrator as he had determined that the use was a similar use to other businesses within the C Zone.

SITE PLAN REVIEW: Renee Mischel reviewed Section 17.04 B point by point against the site plan with the following:

Mr. M. Meindertsma certified that: The business will sell and service golf carts. No new asphalt is planned for the site at this time though the current asphalt is rough, it will be sealcoated. No sign will be placed on the building and the existing signage area will be landscaped. The US 31 right of way is just prior to the east side of the current sign position location on the property. North gate to be the main gate for business with parking and dumpster to be inside fenced area. Some employee and customer parking will be outside of the fenced area within existing asphalt areas. South gate area will be screened (Special Use Permit) and used for delivery and storage of merchandise. That the greenbelt is in excellent condition as attested to by photographic attachments to the site plan. There will be no evening display outside of merchandise. There will be no "crated merchandise" stored in the outside fenced areas. There are currently two flood lights on the property and no additional lighting will be installed. Flag pole will not be lite.

17.04 B – 2	was previously waived (minutes of 9/2/03).
17.04 B – 3	listed on site plan
17.04 B – 4	photographs were provided with site plan indicating the condition of and extent of the greenbelts.
17.04 B – 5	n/a
17.04 B – 6	on site plan
17.04 B – 7	listed on site plan
17.04 B – 8	listed on site plan
17.04 B – 9	listed on site plan

17.04 B – 10	listed on site plan
17.04 B – 11	all loading & unloading to be within fenced security areas indicated on site plan.
17.04 B - 12	n/a
17.04 B - 13	no gas lines
17.04 B - 14	listed on site plan
17.04 B - 15	n/a
17.04 B - 16	listed on site plan, sign permit will be applied for current sign location area. No sign will be on the building.
17.04 B- 17	on site plan
17.04 B- 18	on the site plan
17.04 B- 19	on site plan – landscaping will be provided around the sign area.
17.04 B 20	on site plan
17.04 B 21	n/a
17.04 B 22	n/a
17.04 B 23	n/a
17.04 B 24	on site plan
17.04 B 25	n/a

A motion was made by Shen Smith, 2nd by Renee Mischel to close the public hearing. **MOTION CARRIED Y-7**. As the Twp Planning Consultant was not available for this meeting to assist in reviewing the site plan final approval consideration is being tabled until the October meeting.

SPECIAL USE PERMIT OUTSIDE STORAGE & DISPLAY – Kodiak Equipment / Crawford Enterprises, Inc. The public hearing was opened to the public. As there was no public comment, a motion was made by Shen Smith, 2nd by Renee Mischel to close the public hearing. **MOTION CARRIED Y-7.**

Section 11.05 A & B was reviewed against site plan for outside storage within fenced areas and outside sales display were reviewed. Outside Storage: All fencing and screening will be maintained in excellent repair. All outside storage located within fenced areas will not be shrink wrapped, nor stacked higher than the current fence. Fence (gate) will be screened with solid cedar decorative fencing, or a similar type of solid screening. Sales Display Area: 8-12 units are proposed to be displayed within the "outside display envelope" included on the site plan. An exact footage will be indicated for the outside sales display area.

As the Twp Planning Consultant was not available for this meeting to assist in reviewing the site plan in relation to the special use permit for outside storage and sales display, final approval consideration is being tabled until the October meeting.

Gordon Converse – "Uncle Rod's" Site Plan Review: Un-tabled site plan review from 8/2/03 meeting for consideration. Planning Consultant provided 8 comments for Planning Commission review. The following omissions were noted on the site plan:

1. name and address of property owner and/or applicant not stated on site plan.
2. zoning of the subject parcel and adjacent parcels not stated on the site plan.
3. site plan does not include an accurate legal description
4. intended use of property (i.e. auto mechanical repair) is not listed on the site plan.
5. location of water well should be illustrated or described on the site plan.
6. name of person who prepared site plan missing from site plan.
7. dumpster/customer parking area to be reworked on site plan in accordance with #9.
8. parking area adjacent to northeast corner of existing building does not meet 200 sf minimum per space – needs to be corrected.

Additionally, a No. 9 was added: Customer parking, no more than three customer automobile may be left parked outside for more than 10 business days. Three parking spots will be created by dumpster area for all customer automobiles awaiting parts and noted on the site plan.

A motion was made by Shen Smith, 2nd by Tom Dame to approve site plan conditional upon all nine conditions being added to the site plan and that #9 become a part of the conditions being placed upon the site plan for approval. **MOTION CARRIED: Y-7**. Zoning Administrator is authorized to issue an Occupancy permit following receipt of site plan reflecting all nine of the Planning Commission requirements being met.

Fee Schedule: Renee Mischel reported that she had attended the Twp Board meeting and fee schedule is again tabled.

A motion was made by Don Glowicki, Jr., 2nd by Shen Smith to table all remaining agenda items. **MOTION CARRIED: Y-7**

As there was no other business at this time, a motion was made by Don Glowicki, Jr., 2nd by Tom Dame to adjourn. **MOTION CARRIED: Y-7**

Meeting was adjourned at 8:35 PM.

Respectfully submitted,

Shen B. Smith, Secretary