

GERRISH TOWNSHIP PLANNING COMMISSION (GTPC) MINUTES

MEETING: Regular Monthly Meeting.
DATE: Oct 3, 2019.
MEMBERS PRESENT: Briggs, Denlinger, Kirkpatrick, Link, Ostling, & Shaltz.
MEMBERS ABSENT: Semack (excused).
OTHERS PRESENT: Jason Jansen (Bldg & Zoning Administrator [BZA]). Cheri Hutek (Site Plan Applicant), & Mike Severance (Site Plan Applicant).
MEETING OPENED: Meeting called to order by Shaltz at 7:00 p.m.
PLEDGE TO FLAG: 7:00 p.m.

APPROVAL OF MINUTES (MEETING ON SEP 5, 2019): Motion by Ostling, seconded by Link to approve minutes of the Regular Monthly Meeting held Sep 5, 2019. Motion carried (6-0).

AGENDA CHANGES: Plot Plan – 2690 W. Higgins Lake Dr. (Gaylor), cancelled by applicant.

SKETCH SITE PLAN REVIEW – COMMERCIAL BUILDING ADDITION – 635 W. Federal Hwy (Commissioner Shaltz): Mr. Mike Severance, representing Mr. Mark Severance (Northern Michigan Metal Roofs) presented his Company's Sketch Plan for a proposed 68' x 40' single story addition to an existing commercial accessory building at 635 W. Federal Hwy to increase its storage space. This addition would extend to the west of the current accessory building to 20' from the west property line, setback more than 100' from W. Federal Hwy to the north, and flush with the rear of the building. Mr. Severance provided the GTPC with a Certificate of Survey, and a hand drawn diagram of the dimensions and layout of the proposed addition. The Board reviewed his plans, asked him questions, and reviewed the Zoning Ordinance (ZO) to determine the characterization of the proposed addition and Site Plan Review process for this proposal. The Board determined the proposed use as presented conforms with its current use, and identified items in the GTPC Site Plan Review Checklist that would not be required for this Site Plan. The checklist specifying these items is on file with the BZA Office. The Board advised Mr. Severance to work with BZA Jansen concerning questions and requirements for the Site Plan Review of this proposal.

PRELIMINARY SITE PLAN REVIEW – LAND USE CHANGE – 9383 North Cut Rd (Commissioner Shaltz): As a follow-up to the Sketch Site Plan presented to the GTPC Meeting on Sep 5, 2019, Ms. Cheri Hutek presented her Preliminary Site Plan for a Change in Land Use at 9383 North Cut Rd. to establish and operate a restaurant to sell ice cream & custard. Her shop would also continue to rent kayaks and paddle boards. She submitted a supplemental letter with her Site Plan Review package that requested waivers for the following items, which were approved by the GTPC: a waiver to not have to submit a topographical plan; a variance request to use new crushed concrete in lieu of paved concrete or bituminous asphalt for the parking lot; and a variance request to forgo additional landscape and plan requirements. A copy of an email notification to the BZA Office from The Central Michigan District Health Department (CMDHD) was also provided to the GTPC verifying that a permit was on file for the current well system, but not for the current septic system. However, both could be used for the proposed restaurant, but may have to be re-evaluated as part of the food licensing process. The property is large enough to accommodate a larger septic system if needed. Upon reviewing the Site Plan in accordance with its Site Plan Review Checklist and ZO, the Board determined that this Site Plan met the standards of completeness and conformity with the ZO required for a Final Site Plan Review. A motion was then made by Briggs, and seconded by Kirkpatrick as follows: ***“Move to turn this Preliminary Site Plan Review into a Final Site Plan Review and approve this Final Site Plan as proposed.”***

Motion carried unanimously (6-0). Ms. Hutek was then advised to continue to work with BZA Jansen concerning questions and requirements through the remainder of this process.

GTPC MEETING DATES FOR YEAR 2020 (Commissioner Shaltz): The GTPC unanimously agreed to have only six regular scheduled meetings during 2020, and meet as required for Special Meetings. All meetings (Regular & Special) would be held on the second Thursday of the month. The regular scheduled meetings would be held on the following dates: Jan 9, Mar 12, May 14, Jul 9, Sep 10, and Nov 12. A Resolution to adopt this 2020 meeting schedule will be presented for a vote at the Dec 5, 2019 monthly meeting. This would be a change to the current GTPC schedule that has been meeting on the first Thursday of every month.

BUILDING & ZONING ACTIVITIES (Administrator Jansen): Methods to improve the Site Plan submission and review process were briefly discussed, to include identifying time periods the GTPC deems necessary to properly review submitted materials prior to the Site Plan Reviews. This topic will be incorporated into the next phase of Site Plan Review process improvement geared towards the applicant, along the lines of the GTPC Site Plan Review Checklist that was recently adopted. This will be addressed at the next meeting.

GERRISH TOWNSHIP BOARD (GTB) UPDATE (Commissioner Link): An information brief on the initial findings of the joint Gerrish & Lyon Townships' Sewer System Feasibility Study will be presented to the Gerrish Township Board Work Session Meeting at 10 a.m. on Oct 15, 2019 in the Gerrish Town Hall, and again to the General Public at 6:30 p.m. on Oct 28, 2019 at the new Lyon Township Fire Dept.

ZONING BOARD OF APPEALS CONCERNS (Commissioner Briggs): Nothing Significant to Report (NSTR).

OPEN LINE: NSTR.

ADJOURN: Meeting adjourned by Shaltz at 8:15 p.m.

NEXT MEETING: Nov 7, 2019 at 7:00 p.m.

Michael B. Briggs, Secretary

Date Approved