



GERRISH TOWNSHIP (GT) PLANNING COMMISSION (GTPC) MINUTES

MEETING: Regular Monthly Meeting (*held in person with a call-in option with Microsoft Teams, audio only, Phone #: 1- 269-218-1875, Phone Conf. ID: 378 255 324#*).

DATE: May 13, 2021.

MEMBERS PRESENT: Andreev (Virtually), Briggs, Denlinger, Newton (Virtually), Ostling, Semack (Virtually) & Voorheis.

MEMBERS ABSENT: None.

OTHERS PRESENT: Patchin (GT Clerk), & 5 citizens.

MEETING OPENED: Meeting called to order by Ostling at 7:00 p.m.

PLEDGE TO FLAG: 7:00 p.m.

INTRODUCTIONS (Commissioner Ostling): Ostling provided opening remarks.

AGENDA CHANGES: Two items were added to the agenda; (1) GTPC Representation on new GT Fire/EMS Facility Planning Committee, and (2) Proposed GTPC Annual Report for 2020 for approval.

GT Fire/EMS Facility Planning Committee (Commissioner Ostling): The Gerrish Township Board (GTB) recently established a Planning Committee for upgrades to the GT Fire/EMS Facility to be Chaired by the GT Fire Chief (Jim Fisher) and include a Representative from the GTPC. Ostling made a motion, seconded by Briggs, *“to accept Greg Semack as the GTPC Representative on the Fire/EMS Facility Planning Committee.”* Motion carried (7-0).

GTPC 2020 Annual Report (Commission Briggs): Briggs presented the Proposed GTPC 2020 Annual Report for approval. Motion by Semack, seconded by Denlinger to *“approve the GTPC Annual Report for 2020.”* Motion carried (7-0). Motion carried (7-0). Briggs will provide the approved report to the GTB.

APPROVAL OF MINUTES (MEETING ON APR 8, 2021): Motion by Semack, seconded by Voorheis to *“approve the Minutes of the Regular Monthly Meeting held Apr 8, 2021.”* Motion carried (7-0).

SPECIAL LAND USE (SLU) & PRELIMINARY SITE PLAN (SP) REVIEW (Applicants Scott & Kathleen Patchin). Scott & Kathleen Patchin have applied for a Special Use Permit (SUP) for their Ivy Road Storage & Office Solutions business at 11927 Ivy Rd., Roscommon, MI 48653 (Parcel No. 72-004-003-026-0073). They appeared for a Preliminary Site Plan Review (SPR) of their proposed plan to build multiple Car-port Storage Units on this Commercial property. The GTPC confirmed that the property is zoned General Commercial District (C-2), and confirmed the Self-Storage Units are allowed on this property and classified as a Special Land Use (SLU) in accordance with GT Zoning Ordinance (GTZO) Article 3 (*Zoning Districts, Regulations, and Map*), Section 3.5B (*Permitted Uses in Zoning Districts*), Table 3-3 (*Permitted Principal Uses in Commercial and Industrial Zoning Districts*), Item 18 (*Mini-Storage*) & Footnote 1 for Table 3-3. The GTPC reviewed the submitted SP information for completeness and deficiencies as a Preliminary SPR. The applicants answered questions and discussed their request with the Board. Their current plan is to build nine units in two-phases (four in the first, and five in the second) in a line along the far northwest property line. The locations of possible future units to be built are also depicted in the Concept Drawing. The

property is currently used for open storage of trailers and vehicles. The units will be identical and open on all sides.

The information provided to the GTPC for this review included the following:

- Application for SUP & SPR;
- Preliminary SP Concept Drawing (dated 4/19/21); and
- Design Drawing of Regular/A-Frame 14' wide x 32' long, 12' high Carport Style Buildings.

In accordance with the GTZO, the GTPC determined that the following information needs to be submitted because it was missing or deficient. The information in the parentheses represent the relevant items (*GTPC SP Checklist Line Number; missing or deficient; GTZO Section Number*) for each of the bullets listed below.

- Project Narrative (*1.c & 2.i; missing; 14.2.B.2.g*). A written narrative needs to be included that summarizes the applicable items of the proposed construction as specified in the GTZO, that includes but is not limited to, the number of unit(s)/building(s), total usable floor area for each unit/building, and schedule of a phased build-out plan;
- Vicinity Sketch (*1.e & 2.d; missing; 14.2.B.2.b*). A Vicinity Sketch is needed that identifies the required items;
- Written statement regarding other federal, state and local permits required if necessary (*1.h & 2.s; missing, 14.3.B.2.q*). Include a statement that identifies any permits required (or state none if not required) on the drawing and in the narrative. If required, these permits will need to be obtained;
- Property Line Survey (*1.l & 2.e; missing; 14.3.B.2.c*). Include a property line survey in SP;
- Project Completion Schedule (*1.m & 2.t; missing, ref: 14.4.B.2.r*). Include a Project Completion Schedule, which shall include a Project Phase Completion Plan (see below) if it will be done in stages over an extended time period;
- Project Phase Completion Plan (*3.h; missing*). Applicants indicated they plan to build out the carports in phases, but that is still to be determined. They were advised to specify the carports and building(s) to be constructed and the time frames for each of the phases in accordance with the GTZO;
- Proposed Structures Lighting Plan (*2.m & 4.c; missing; 9, 10, 12.4 & 14.3.B.2.k*). Applicants stated lights will not be used on the carports. Include a statement how lighting (if any) will be handled or not used (e. g. down lights away from neighbors if possible) both on and off the structures;
- Grading, Storm Drainage & Storm Water Management Plan (*2.p; deficient; 14.3.B.2.n*). Drainage was discussed. Identify detention area on south end of future phase on SP;
- Toxic or Hazardous Materials (*2.q; missing; 9 & 14.3.B.2.o*). Include a statement on SP as to no toxic or hazardous materials on site. Refer to GTZO Article 9 for signage requirements;
- Location of all necessary and proposed utilities, including those underground (*3.g; deficient*). Include a statement in SP addressing underground utilities, whether or not used; and
- Standards for Specific Land Uses (*4.a; deficient; 7.17*). Include the required items on the SP for Mini Storage Facilities as specified in GTZO Article 7.17. This Article also lists the activities that are not permitted from the storage units, items that are not permitted inside or outside of the storage units, and the required signs that shall be posted at the facility describing such limitations.

The applicants were then advised of the approval process for a SLU application, and to review the GTZO (*Article 14, et. al.*), to ensure that their SP includes the required information. The GTPC agreed to provide them with a letter summarizing the missing and/or deficient items identified during this review, and to schedule a public hearing and Final SP Review on Jun 10, 2021 provided an updated SP, construction drawings, and other documents reflecting the changes discussed during the meeting were submitted in advance by the agreed upon dates.

SLU & SPR (Applicants Renee & Mike Phipps). Renee & Mike Phipps have applied for a SUP for their Great Circle Campground located at 5370 W. Marl Lake Rd., Roscommon, MI (Parcel No's. 72-004-031015-0020 and 72-004-900-054-0000). They appeared for a Preliminary SPR of their proposed plan to add sixteen sites within their campground (a change from the eighteen specified in their original application). The GTPC confirmed that the property is zoned as a Conservation District (RC), and reconfirmed campground sites are allowed on this property and classified as a SLU in accordance with the following GT Zoning Ordinance (GTZO) Articles: Article 3 (*Zoning Districts, Regulations, and Map*), Section 3.5B (*Permitted Uses in Zoning Districts*), Table 3-2 (*Permitted Principal Uses in Conservation and Residential Zoning Districts*), Item 3 (*Campgrounds*); and Article 7 (*Regulations for Specific Land Use*), Section 7.4 (*Private Campgrounds*). The GTPC reviewed the submitted SP information for completeness and deficiencies as a Preliminary SPR. The applicants answered questions and discussed their request with the Board. Their current plan is to build sixteen sites now in the northeast quadrant of their property, with a long-term goal to add more sites in the future that would be included in an additional SP submission(s). They currently have 62 sites of various sizes with both overnight and seasonal uses on 40 acres. These new sites would be large enough for Recreational Vehicles (RVs) and available for seasonal use with septic system hookups.

The information provided to the GTPC for this review included the following:

- Application for SUP & SPR;
- SP (with General Notes);
- Vicinity Sketch (Aerial Photograph);
- Overall Utility Plan;
- Sanitary Sewer Plan;
- Site Details; and • Septic System Details.

In accordance with the GTZO, the GTPC determined that the following information needs to be submitted because it was missing or deficient. The information in the parentheses represent the relevant items (*GTPC SP Checklist Line Number; missing or deficient; GTZO Section Number*) for each of the bullets listed below.

- Project Narrative (*1.c & 2.i; missing; 14.2.B.2.g*). Include a written narrative that summarizes the applicable items of the proposed sites as specified in the GTZO, but is not limited to, the number of campsites, their sizes & uses, and schedule of the build-out plan;
- Written statement regarding other federal, state and local permits required if necessary (*1.h & 2.s; deficient, 14.3.B.2.q*). Applicants have contacted some Authorities and already obtained some permits. Include a statement that identifies any permits required (or state none if not required) on the drawing and in the narrative. If required, these permits will need to be obtained;

- Project Completion Schedule (1.m & 2.t; missing, ref: 14.4.B.2.r). Include a Project Completion Schedule with key milestone dates;
- Site Plan Certification Markings (2a; missing; 14.3.B.1). Include Architect certification markings on SP;
- Vicinity Sketch (2.d; missing; 14.3.B.2.b). The Vicinity Sketch or other component of the SP materials needs to identify the zoning classifications, current use, and structure locations on neighboring properties in accordance with the GTZO;
- Grading, Storm Drainage & Water Management Plan (2.p & 3.e; missing; 14.3.B.2.n). Include a statement on the SP as to their drainage direction plans;
- Trash Receptables, Lighting Plan (2.m & 4.c; deficient; 9, 10, 12.4 & 14.3.B.2.k). The use of trash receptables and lighting were discussed. Applicants want to minimize lighting to facilitate camping experience. Include existing and planned location(s), type(s), etc. of these items on the SP as specified in the GTZO; and
- Standards for Specific Land Uses (4.a; deficient; 7.4 & Table 3-4). Specific requirements for Campgrounds are contained in GTZO Article 7.4 that need to be included on the SP. Confirm side yard setbacks are adhered to on Lots 5 & 6, to include dimensions and show setback lines on diagram.

The applicants were then advised of the approval process for a SLU application, and to review the GTZO (*Article 14, et. al.*), to ensure that their SP includes the required information. The GTPC agreed to provide them with a letter summarizing the missing and/or deficient items identified during this review, and to schedule a public hearing and Final SPR on Jun 10, 2021 provided an updated SP, construction drawings, and other documents reflecting the changes discussed during the meeting were submitted in advance by the agreed upon dates.

RE-ZONING OF LAND APPLICATION (Applicant Joseph Boughner, Jr.). Joseph Boughner, Jr. submitted an application to re-zone his 32-acre property at 893 W. Federal Hwy, Roscommon, MI 48653 (Parcel No. 72004-001-026-0020) from a General Commercial District (C-2) to a Residential District (R-2, R-3, or R-4, to be determined) in order to build his retirement residence and use for hunting. Neither the applicant nor a designated representative attended this meeting, either in person or virtually. His application stated that he purchased the property via an on-line transaction directly from the owner with cash and no closing. He was unaware that the property was Commercially zoned until he applied for a permit to have electricity installed on it. The GTPC confirmed that the property is zoned C-2 and discussed the process, justifications, requirements, considerations, and implications for rezoning land use in general, and specifically with respect to the applicant's request. Based on this discussion and the absence of the applicant/applicant's representative, the GTPC will readdress this application at the next GTPC meeting.

BUILDING & ZONING (B&Z) ACTIVITIES: No report.

GERRISH TOWNSHIP BOARD UPDATE (Commissioner Newton): Newton discussed items that are noted in the GTB May 11, 2021 Meeting Minutes posted on the GT website, to include the establishment of the Gerrish Lyon Utility Authority Board, and eight additional slips for the Gerrish Marina.

Gerrish Township Planning Commission
5 Pages
May 26, 2021
Proposed

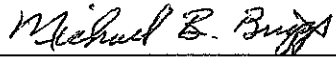
ZONING BOARD OF APPEALS CONCERNS (Commissioner Briggs): One ZBA was held since the last GTPC meeting (21.3) and another (21.4) is scheduled on Jun 7.

OPEN LINE: New members can get their GTPC Identification Badges at the Roscommon County Clerk's Office.


PUBLIC COMMENT: None.

ADJOURN: Motion by Briggs, seconded by Semack to "*adjourn meeting.*" Motion carried (7-0). Meeting adjourned at 9:05 p.m.

NEXT MEETING: Jun 10, 2021 at 7:00 p.m.



Michael B. Briggs, Secretary



Date Approved