

GERRISH TOWNSHIP (GT) PLANNING COMMISSION (GTPC) MINUTES

MEETING: Special Meeting.
DATE: Mar 16, 2023.
MEMBERS PRESENT: Andreev, Briggs, Newton, Ostling, & Purkey.
MEMBERS ABSENT: Barber & Semack (Both Excused).
OTHERS PRESENT: 0 Citizens.
MEETING OPENED: Meeting called to order by Chair Ostling at 7:00 p.m.
PLEDGE TO FLAG: Recited.

AGENDA CHANGES: None.

PUBLIC COMMENTS: None.

APPROVAL OF MINUTES – MONTHLY MEETING HELD Mar 9, 2023: Motion by Newton, seconded by Purkey to “*approve the Minutes of the Monthly Meeting held Mar 9, 2023.*” Motion carried (5-0).

OLD/ONGOING BUSINESS:

Preliminary Site Plan (SP) Review (SPR) – SROA Mini-Storage. Ostling led the Preliminary SPR (PSPR) for the Storage Rental of America (SROA) Mini-Storage project on North Cut Rd. (Parcel No. 72-004-003-025-0130) continued from Mar 9, 2023. The GTPC found the plans, supporting documentation, preliminary research, and outreach to other stakeholders on the project (GT Fire Department, Road Commission, etc.) to be appropriate and helpful. Overall, the plans are well done and thorough. The GTPC reviewed the plans using its SP checklist initially at the Mar 9 meeting as a group, then each member did a further review and identified areas that needed additional review or clarification. This Special Meeting today was held to formally review each member’s comments and prepare an overall list. Each item on the SP Checklist was readdressed to identify areas of concern, deficiencies, and missing information that is required for a SPR. There were some general items identified that are applicable to several of the checklist line items that require clarification. They include the following: marketability background information that addresses the need of the GT residents for mini-storage (including type, quantity, and use of storage units); trafficability issues (snow removal & storage, traffic congestion mitigation & safety issues inside the property, entrance visibility, and estimated impacts on main road to entry/exit (e.g. change in quantity of vehicles per time frame and peak periods of operation)); drainage issues in this wetland area with high water tables; and physical appearance to preserve the community character per the GT Master Plan (GTMP) so as to be in harmony with local surroundings.

The information provided to the GTPC includes the following:

Information Received from Others (Non-applicant):

- Letter from GT Fire Department (dated 2/25/23);
- Letter from Citizen – Mr. James Fisher (dated 2/25/23);
- Email from GTPC Member – Mr. Tom Barber (dated 3/12/23); and
- Email from GTPC Member – Mr. Greg Semack (dated 3/16/23).

Information Received from Applicant:

- Application for SPR (dated 2/1/23);
- SP (dated 1/10/23);
- Existing Drainage Plan (dated 1/10/23);
- Grading Plan (dated 1/10/23);
- Proposed Drainage Plan (dated 1/10/23);
- Erosion Control Notes & Details (dated 1/10/23);
- Erosion Control Plan (dated 1/10/23);
- Utility Plan; (dated 1/10/23);
- Landscape Plan (dated 1/10/23);
- Building Elevations & Floor Plans (dated 1/20/23); and
- Lighting Plan.

In accordance with the GT Zoning Ordinance (GTZO), the GTPC determined that the information submitted and reviewed does not currently fulfill the all of the PSPR requirements. 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: building size; schedule of build-out plan; pertinent statements requested; description of the project, its impact on the GT, special considerations or other pertinent information not covered elsewhere; address the market analysis used to determine that this is the proper number of units for this community; and provide the contract language that addresses restricted storage of hazardous material, etc. in the facilities and property;
- 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;
- Project Completion Schedule (1.m & 2.t; missing, ref: 14.4.B.2.r). Include a Project Key Milestones and Completion Schedule Timeline in estimated number of days from project start date;
- Environmental Impact & Mitigation Report (2.u, 3.d, & 3.e; missing; 14.3.B.2.s). Provide a statement in the narrative as to when Geotech survey of soils/highwater table will be conducted, and whether any other such related reports are required or not, as determined by State and/or Local authorities (e.g., Michigan's Dept. of Environment, Great Lakes, & Energy (EGLE), and/or Dept. of Natural Resources (DNR)). Provide the report(s) if required. A Geotech report can be provided after a PSPR approval;
- ID existing natural features on and within 300' of the site (2.g; missing; 14.3.B.2.e). Provide this information as required. A Geotech report can be provided after a PSPR approval;
- Trafficability/Proposed Roads, drives, alleys, ... (2.k, & 3.f; deficient; 14.3.B.2.i). Provide a plan that addresses trafficability to include: anticipated average snow falls, snow removal & storage; anticipated on-site traffic flows (estimated average and high density number of vehicles and periods of use) and congestion mitigation for simultaneous on/off-loading, clearance, and maneuverability of large vehicles that may also be towing trailers around other parked vehicles

and corners; and readdress site visual clearance of road entrance and the Roscommon County Road Commission's approval of it and its construction;

- Traffic Impact & Mitigation Report (2.u, & 3.f; missing; 14.3.B.2.s). Provide a statement in the narrative that specifies if this is required or not as determined by the State and/or Local authorities (e.g., Roscommon County Road Commission). Provide the report if required;
- Enclosures (2.m, & 3.c; deficient; 9, 12.4, & 14.3.B.2.k). Provide detailed information on any proposed enclosures;
- Lighting (2.m, 3.c, 3.g, & 4.c; deficient; 9, 12.4, & 14.3.B.2.k). Applicant provided a lighting plan. Need to ensure it meets the requirement. Also need to address lighting, wall packs, dark sky, lighting impact and how it will affect community (e.g., at higher elevations such as Pioneer Hill and from a distance across the lake). A lighting plan was presented, however, the detail of the drawing is too small to properly evaluate. Provide a sheet in the engineering drawings that addresses lighting;
- Signage (2.m, 3.c, & 3.g; deficient; 9, 12.4, & 14.3.B.2.k). Provide detailed information on proposed signage. A permit authorizing any sign will be required separately from the Building Inspector;
- Trash Receptacles (2.m; deficient; 9, 12.4, & 14.3.B.2.k). Provide a plan for trash removal if a dumpster(s) and/or other services will be used, whether for customers and/or just the on-site office space use. Provide statement on proposed trash removal in the narrative stating whether or not a dumpster will be used;
- Landscaping/Screening Plan (2.o; deficient; 11, & 14.3.B.2.m). The applicant has stated a need of a variance for landscaping and screening on page L1.0 in Table of Requirements. If a variance is required, applicant will need to get a variance from the GT Zoning Board of Appeals. Readdress the Landscape plan to provide more appeal to front of the project, and to clarify buffering zones along north and south sides. Recommend consider a picket fence on west side with more planted and aesthetically appropriate plantings and landscaping. Colors and general appearance need to be in harmony with Northern Michigan "Up North" styling (e.g., current plans call for more pastels and southern styling. Recommend change to greens, browns, and/or darker colors, etc.). Final outside finish to be approved by GTPC. Address security concerns over rear of property exposed to the highway;
- Grading/Storm Water Removal (2.p, & 3.e; deficient; 14.3.B.2.n). Address the depth of the retention pond and its capacity to retain adequate runoff from the site (e.g., during seasonal high-water table, will there be adequate storage capacity based on future soils boring study?). Provide a statement as to the need (if any) to fence retention pond;
- Toxic/Hazardous Substances, & Underground Storage (2.q; deficient; 14.3.B.2.o). Provide statement in the narrative on how toxic/hazardous substances will be addressed. Also address the underground water supply storage tank. Tank buried below water table could float if water is pumped out;
- Elevation Drawings (2.r; deficient; 14.3.B.2.p). Recommend rework color schemes to reflect a "northern look" as noted in the landscaping/screening plan bullet item above; and
- General Standards (3.a, 3.b, 5.a, 5.b, 5.c, 5.d, & 6.a; deficient; GTMP). Provide additional marketing analysis detail on the overall size and need for a project this size. A summary of this info should be provided in the narrative statement, and more detailed information as a separate attachment (report).

Ostling will provide the applicant with a letter of the missing and deficient items noted above. Upon receiving the requested information from the applicant, the GTPC will schedule another meeting to continue the PSPR. A Public Hearing will also be scheduled at a date and time to be determined. Upon completion of a PSPR and Public Hearing, the GTPC will make a recommendation to the GT Board (the PSPR Approval Authority for Special Land Use SPs) for their decision before proceeding with the Final SPR (FSPR).

NEW BUSINESS: None.

OPEN LINE/PUBLIC COMMENT: No Public comment.

ADJOURN: Meeting adjourned by Ostling at 9:15 p.m.

NEXT MEETING: May 11, 2023 at 7:00 p.m. A Special Meeting to be determined, may be held prior to this Regular Monthly Meeting.

Michael B. Briggs, Secretary

Date Approved