

GERRISH TOWNSHIP (GT) PLANNING COMMISSION (GTPC) MINUTES

MEETING: Monthly Meeting – Hybrid (In Person & Online via Zoom).
DATE: May 16, 2024.
MEMBERS PRESENT: Barber, Briggs, Purkey, & Semack.
MEMBERS ABSENT: Andreev, Newton (Excused), & 1 vacancy.
OTHERS PRESENT: Jansen (GT Bldg. & Zoning Admin. [GTBZA]), & 3 Citizens.
MEETING OPENED: Meeting called to order by Chair Barber at 7:08 p.m.
PLEDGE TO FLAG: Recited.

AGENDA CHANGES: None.

PUBLIC COMMENTS: None.

APPROVAL OF MINUTES – PUBLIC HEARING (PH) – HIGGINS LAKE BOAT & RV STORAGE (HLBRS) TO CONSTRUCT MINI-STORAGE: Motion by Purkey, seconded by Semack to *“approve the Minutes of the PH held Apr 25, 2024 for HLBRS to construct Mini-Storage.”* Motion carried (4-0).

APPROVAL OF MINUTES – PH – HIGGINS LAKE STORAGE (HLS) TO CONSTRUCT MINI-STORAGE: Motion by Semack, seconded by Purkey to *“approve the Minutes of the PH held Apr 25, 2024 for HLS to construct Mini-Storage.”* Motion carried (4-0).

APPROVAL OF MINUTES – SPECIAL MEETING HELD APR 25, 2024: Motion by Semack, seconded by Purkey to *“approve the Minutes of the Special Meeting held Apr 25, 2024.”* Motion carried (5-0).

OLD/ONGOING BUSINESS:

1. Preliminary Site Plan (SP) Review (PSPR) – (Witt, Jim’s Collision – 55 W. Federal Hwy). Barber led the discussion for a PSPR of the proposed building addition to Jim’s Collision located at 55 W. Federal Hwy, Roscommon, MI 48653 (Parcel no. 72-004-001-021-0140). This property is zoned as a General Commercial District (C-2). The GTPC is the Final Approving Authority for this SP per GT Zoning Ordinance (GTZO). Mr. Pat Witt appeared before the GTPC on behalf of Mr. Steve Witt (owner/applicant). They propose to expand their business with building additions in two phases. They would construct a 60’ x 56’ x 16’ building addition attached to the northwest end of the current Auto Body Shop & Office as Phase I. This addition would primarily be used to store parts. A second addition (size to be determined) would be built on the southwest side at a later date as Phase II. A Sketch Plan Review for this project was held on Apr 14, 2022, at which time the GTPC determined that a front yard set-back variance would be required for an approval of this SP. The GT Zoning Board of Appeals approved this variance on Oct 16, 2023. Details for both of these reviews are contained in the corresponding minutes on the GT website.

The GTPC reviewed the submitted information (referenced below) using its SP checklist to identify areas of concern, deficiencies, and missing information that is required for a SPR. Mr. Witt discussed the SP and answered questions from the GTPC. The information provided to the GTPC included the following:

Information Received from Applicant:

- SPR Application by Mr. James D. Witt (4/29/24);
- GTZBA Variance Approval Letter (Appeal 23.09, Dated Oct 16, 2023);
- SP Plan;

- Site Survey;
- Building Floor Plan (8/25/23); and
- Building Elevation Plan (8/25/23);

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 was not submitted, but needs to be included. It should contain information that summarizes the applicable items of the proposed construction as specified in the GTZO, that includes but is not limited to; summary of buildings, project completion schedule, pertinent statements requested (e.g. specific permits required), description of the project, any special considerations or other pertinent information not covered elsewhere;
- 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 for each Phase. If there are no definitive plans for Phase II at this time, then just make that statement. This schedule can be included in the Narrative statement;
- Public & Private Utilities Source & Location (2.l; deficient; 14.3.B.2.j). Provide source and location of all public and private utilities including potable water, sewage disposal, and electrical and communication lines, and the necessary easement that exist or are proposed to be established for installation, repair and maintenance of such utilities. Power lines are shown on the Floor Plan, but well & septic were not. Include a statement in the Narrative whether or not there are any changes/additions of these items to the existing facility;
- Grading/Storm Water Removal (2.p, & 3.e; deficient; 14.3.B.2.n). Provide a description in the narrative whether or not there will be any changes to the current grading/storm water removal;
- Toxic/Hazardous Substances, & Underground Storage (2.q; deficient; 14.3.B.2.o). Applicant stated there will be no additional toxic/hazardous substances stored on this property. Provide this statement in the narrative; and
- Site Plan Phasing (3.h; missing; 14.3.B.3.8). Applicant noted this project will be done in two phases: the proposed addition will be constructed during Phase I; and a second addition will be built at a later date to be determined during Phase II. Provide a description of the two phases in the narrative, and on the project timeline.

Based on a review using the SP Checklist and further discussions, the GTPC determined that the SP submitted is in compliance with the GT Zoning Ordinance (GTZO) and complete for a PSPR. A motion was then made by Purkey and seconded by Briggs as follows:

“Move to approve the Site Plan, submitted by the owner/applicant Mr. Jim Witt (Jim’s Collision), for the property located at 55 W. Federal Hwy., Roscommon, MI 48653 (Parcel no. 72-004-001-021-0140) as submitted in the application (dated Apr 29, 2024) to build an addition to their existing building, meets the Gerrish Township Zoning Ordinance requirements for a Preliminary Site Plan Review.”

Motion carried (4-0). Briggs will provide the applicant with a letter with the missing and deficient items noted above via the GTBZA. Upon receiving the requested information from the applicant, the GTPC will schedule a Final SPR.

2. Re-Zoning Request (Ostling – Parcel No. 72-004-015-008-0320). Barber led the discussion of a re-zoning request from Mr. James Ostling for his property (no current address) that is adjacent to the Higgins Lake Landscaping property located at 9565 N. Cut Rd., Roscommon, MI 48653 (Parcel no. 72-004-015-008-0300) that he also owns. The western third (215') of this parcel is currently zoned as a Low Density Residential District (R-2), and the eastern two-thirds abutting N. Cut Rd. is zoned as a Local Commercial District (C-1). Mr. Ostling appeared before the GTPC to request the R-2 zoned portion of this parcel be re-zoned back to its previous zoned designation as C-1 to match the rest of the zoning in the area. This portion of the parcel was originally designated as R-2 as part of a larger piece of property that was split into multiple parcels around 2005 and re-zoned as C-1 shortly after Mr. Ostling purchased it. However, 6-months later the property's zoning designation was reverted back to R-2 after an appeal by the original owner. Details of the locations, zoning designations, and history for all pertinent adjacent properties are contained in the Re-Zoning Application. Mr. Ostling answered questions, provided background information, and discussed the reasons for this request.

After further discussions, the GTPC determined that there was sufficient information and justification to proceed with Public Hearing as the next step in the process in accordance with the GTZO. A motion was then made by Briggs, and seconded by Purkey as follows:

“Move to convene a Public Hearing for a Zoning Change request by Mr. James Ostling (applicant & owner) of his property located by 9565 N. Cut Rd., Roscommon, MI 48653 (Parcel no. 72-004-015-008-0320) to re-zone the portion of the parcel zoned Low Density Residential District (R-2) to Local Commercial District (C-1).”

Motion carried (4-0). A PH will be scheduled for Jun 13, 2024. Following the PH, and further review, the GTPC will provide its recommendation to the GT Board (GTB) who is the Final Approving Authority for Re-Zoning requests.

3. Short-Term Rental (STR) Properties. Barber led provided an update on the STR Bills that have been introduced in the Michigan State Legislature.

NEW BUSINESS: None.

OPEN LINE/PUBLIC COMMENT:

1. Briggs. Noted for the record that the two Mini-Storage Unit SPs' (HLBRS and HLS) Preliminary SPs and Final SPs were approved for each by the GTB on May 14, 2024.

ADJOURN: Motion by Briggs, seconded by Barber to ***“close this meeting.”*** Motion carried (4-0). Meeting closed by Barber at 9:16 p.m.

NEXT MEETING: Jun 13, 2024.

Michael B. Briggs, Secretary

Date Approved