

ALPENA CHARTER TOWNSHIP PLANNING COMMISSION

MINUTES – Regular Meeting

Monday, October 8, 2018

MEETING COMMENCED: 7:01 PM

PLEDGE OF ALLEGIANCE

THOSE PRESENT

Secretary Lisa Brendle, Larry Dehring, Chairperson Tom Hilberg, Chuck LeFebvre, Norm Poli, Ann Marie Rich, and Vice-chairperson Fred Sterns

ABSENT

None

OTHERS PRESENT

Herbert Palmer – Applicant
Joe Marku – 46790 Shelby
Kirk Malcomson – Township Building Official

ADOPTION OF AGENDA

C. LeFebvre made a **motion** to adopt the agenda, **supported** by F. Sterns. *Motion passed.*

PUBLIC MEETING PARTICIPATION RULES

APPROVAL OF MINUTES

F. Sterns made a **motion** to approve the August 13, 2018 and September 17, 2018 minutes, **supported** by L. Dehring. *Motion passed.*

PUBLIC COMMENT

None

CORRESPONDENCE

A. Report Case #P-10-18 – R. Deuell, Planning Consultant

A. Rich made a **motion** to receive and place on file all correspondence, **supported** by L. Dehring. *Motion passed.*

NEW CASE

1. **Case #P-10-18**, Herb Palmer requested a SITE PLAN REVIEW for a 32' x 50' storage building. Property is located at 2700 Pearl Road, Parcel No. 018-103-000-203-03 in a General Business (B-2) zone district.

A public hearing was conducted during which the applicant, Herb Palmer, addressed the Planning Commission and all other persons in attendance were then given the opportunity to comment on the SITE PLAN REVIEW for a 32' x 50' storage building. H. Palmer stated he needs more space to store antique cars and would like to move the cars currently being stored in Ossineke to the proposed building. He has no intent to insulate or heat the proposed building.

Following the public hearing, A. Rich made a **motion** to adopt the following Findings of Fact from Rick Deuell's Findings of Fact Report, Sections A, B, and C, **supported** by N. Poli.

Roll call vote: *L. Brendle-aye; L. Dehring-aye; T. Hilberg-aye; C. LeFebvre-aye; N. Poli-aye; A. Rich-aye; and F. Sterns-aye. Motion passed.*

The Planning Commission reviewed and discussed in detail the Finding of Fact report provided by Planning Consultant, Rick Deuell, for Case #P-10-18 beginning with Section D. Considerations and Section 1811, Site Plan Review. Section D. Considerations, *1. Accessory structures are permitted in the B-2 Zoning District; 2. Setbacks were not apparent on the drawings provided.* H. Palmer stated that on the north side of the proposed building the setback would be 5 feet and the setback on the west side of the proposed building would be 20 feet. *3. With the exception of yard setbacks that could not be measured, the proposed accessory building meets the district standards. 4. Two items are missing under Section 1811.B and should be addressed at the meeting. 5. The proposed accessory structure meets requirements under Section 1811.C.*

Under Section 1811, Site Plan Review, the following was reviewed and discussed in detail as follows. **A. Circumstances Requiring a Site Plan:** *Site plans are subject to review for the following reasons: All new uses except one-family residential units.* **B. Site Plan Data Required:** *Each site plan submitted shall contain the following information, unless specifically waived, in whole or in part, by the Township Planning and Zoning Commission: The date, north arrow, scale and name of individual or firm responsible for preparing said plan. The scale must be at least one (1) inch=fifty (50) feet for parcels under three (3) acres and not less than one (1) inch=one hundred (100) feet for parcels three (3) acres or more; the boundary lines of the property, to include all dimensions and legal description. The location of all existing and proposed structures on the site, including proposed drives, walkways, signs, exterior lighting, parking (showing the dimensions of a typical parking area), loading and unloading areas, common use areas and recreational areas and facilities. The location and width of all abutting right-of-ways. The location of existing environmental features, such as streams, wetlands, shore lands, mature specimen trees, wooded areas or any other unusual environmental features. The location and identification of all existing structures within a two hundred (200) foot radius of the site. The name and address of the property owner. The existing zoning district in which the site is located and the zoning of adjacent parcels. In the case of a request for a zoning change, the classification of the proposed new district must be shown. The location of all existing and proposed landscaping as well as all existing and proposed fences or walls. A locational sketch of the proposed use or structure. The type, location and size of all existing and proposed utilities. The location, size and slope of all surface and subsurface drainage facilities. Summary tables,*

cross-sections and/or floor plans should be included with site plans for proposed structures, giving the following information: a. The number of units proposed, by type, including a typical floor plan for each type of unit. b. The area of the proposed units in square feet, as well as area dimensions of driveways and staging areas. c. Typical elevation drawings of the front and rear of each building. The topography of the existing and finished site shall be shown by contours or spot elevations. Where the existing slope on any part of the site is ten percent (10%) or greater, contours shall be shown at height intervals of two (2) feet or less. Anticipated hours of operation for the proposed use. The Planning and Zoning Commission may impose reasonable limits to hours of operation as a condition of site plan approval when warranted to assure compatibility with surrounding land uses. H. Palmer has provided all of the site plan requirements as previously noted. He also stated that gravel driveways and/or blacktop will be placed for property drainage and rain water run-off to the ditches on Pearl Road. It was also reported that there were no easements to the property so a barrier will be placed across the driveway of the property for the safety and convenience of the property owner. H. Palmer stated that the proposed building is for his private use only. K. Malcomson, Township Building Official, stated all standards in Section B have been met.

C. Submittal and Approval Procedures: *The Planning and Zoning Commission shall have the responsibility and authorization to approve, disapprove or approve with modifications, the Site Plan in accordance with the requirements of the zoning district in which the proposed use is located and shall further consider the following criteria: The location and design of driveways providing vehicular ingress to and egress from the site, in relation to streets giving access to the site, and in relation to pedestrian traffic. Existing driveway will be used. The traffic circulation features within the site and location of automobile parking areas; and may make such requirements with respect to any matters as will assure: a. Safety and convenience of both vehicular and pedestrian traffic both within the site and in relation to access streets. There does not appear to be any issues with vehicle and pedestrian traffic. b. Satisfactory and harmonious relationships between the development on the site and the existing and prospective development of contiguous land and adjacent neighborhoods. There should be no issues. Whether the sewage disposal facilities, water supply, stormwater drainage, fire protection, and other utility provisions will be safe and adequate. Needed services are available to the parcel. Whether the location, use and the nature of the operation will be in conflict with the primary permitted uses of the District or neighborhood. The accessory structure will not be in conflict with primary permitted uses. Whether the use will be objectionable to adjacent and nearby properties by reason of traffic, noise, vibration, dust, fumes, odor, fire-hazard, glare, flashing lights, disposal of waste or sewage, erosion, pollution, or negative effects upon significant environmental features. The proposed accessory structure should not be objectionable to adjacent and nearby properties. Whether the use will discourage or hinder the appropriate development and use of adjacent premises and neighborhood. The accessory structure will not discourage or hinder development or use of adjacent premises and neighborhood. K. Malcomson, Township Building Official, stated all standards in Section C have been met.*

N. Poli then made a **motion** to approve the Site Plan Review for Case #P-10-18 based on the above-noted fact findings and the above-noted discussion regarding the applicable site plan review requirements, **supported** by C. LeFebvre.

Roll call vote: L. Brendle-aye; L. Dehring-aye; T. Hilberg-aye; C. LeFebvre-aye; N. Poli-aye; A. Rich-aye; and F. Sterns-aye. Motion passed.

DISCUSSION

Denise Cline of NEMCOG is working with Alpena County Parks and Recreation to create a combined Parks and Recreation Master Plan which would include a plan for the county and a plan for each township within the county. There will be a featured section for each township who participate in the joint effort. By the Township's participation in this joint project, there will be cost savings to the Township.

NEXT MEETING – 6:00 p.m., October 29, 2018 (workshop)

ADJOURNMENT – Meeting adjourned by Chairperson Hilberg at 7:53 p.m.

Respectfully submitted,

Lisa Brendle
Secretary

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