

Wilson Township  
 Planning Commission Meeting  
 March 6, 2019

**DRAFT**

<b>CALL TO ORDER</b>	Chair John Mathers called the meeting to order at 6:00 PM and led the Pledge of Allegiance. Present: Roll call: Norm Vogt, Aaron Nordman, Guy White, Mark Wuerth, John Mathers, Ray Guzniczak, and Mel Nowland. Also present planner Scott McPherson, recording secretary Marilyn Beebe, and Tom Jasper.
<b>APPROVAL OF MINUTES</b>	<b><i>Motion by Ray Guzniczak, support by Mel Nowland to approve the minutes from the February 6, 2019 Planning Commission meeting. Further discussion: None.</i></b> <b><i>Voice vote: Ayes – 7                      Nays – 0                      Motion carried.</i></b>
<b>CITIZENS COMMENTS ON NON-AGENDA ITEMS</b>	None
<b>NEW BUSINESS</b>	<p>1. <u>Site Plan Approval Phase 2 Boyne Valley Storage</u>: Aaron Nordman recused himself due to his affiliation with the engineering company. Scott updated the PC members on the site history. The site plan was originally approved in 2007 and amended in 2014. There were drainage problems and landscaping issues but both have been resolved. Mr. Jasper noted that he is constructing the last building in Phase 1 and is ready to move on to Phase 2. He is proposing construction of 10 buildings of multiple sizes – 50 ft. wide and 100 to 160 ft. in length. Scott reported that the Boyne City Fire Chief looked over the site access and didn't have any concerns. However, there were some concerns from PC members about access and turnaround space for large trailers. Mr. Jasper noted that the access drive is 24 ft wide and the asphalt is 10 ft. wide. Scott commented that given the amount of traffic, he doesn't see it as a problem. Utilities in the buildings are and will be electric and natural gas. The association takes care of snow removal. Mr. Jasper commented that construction will likely start in the spring. Scott reported that the drainage plan for Phase 2 still needs to be approved by the county and a storm water permit applied for. After discussion, the Site Plan Review Findings Section 18.8 Standards for Planning Commission Approval of Site Plan were completed (see attached)</p> <p><b><i>Motion by Norm Vogt, support by Mel Nowland to approve the Boyne Valley Storage Site Plan for Phase 2 with conditions.</i></b>  <b><i>Voice vote: Ayes – 6    Nays – 0    Abstain – 1    Motion carried</i></b></p> <p>2. <u>Review results of Community Survey</u>: The community survey was reviewed and discussed. After discussion, Scott noted that what he got from the survey was that the only place people wanted a change to was in more 3 acre parcels. In the comment section, the main issues centered on access to affordable internet and roads</p>
<b>OLD BUSINESS</b>	None
<b>OTHER COMMUNICATIONS / REPORTS</b>	1. <u>Planner and Zoning Administrator's report</u> : Submitted and reviewed.
<b>ADJOURNMENT</b>	<b><i>Motion by Mel Nowland, support by Norm Vogt to adjourn at 7:30 PM.</i></b> <b><i>Voice vote: Ayes – 7    Nays – 0    Abstain – 0    Motion carried</i></b>

Mel Nowland, Planning Commission Secretary

Marilyn Beebe, Recording Secretary

**SITE PLAN REVIEW STANDARDS  
TOM JASPER STORAGE PHASE 2**

**Section 18.8 Standards for Planning Commission Approval of Site Plan**

The planning commission shall grant site plan approval if the proposed development meets all of the following general requirements and all other applicable requirements specified in the section for the proposed development:

ORDINANCE REQUIREMENT	FINDING	FACTS
a. All elements of the site plan shall be harmoniously and efficiently organized in relation to topography, the size and type of the lot, the character of adjoining property and the type and size of buildings. The development shall be so developed as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this Ordinance.	<i>std met.</i>	Phase 1 of storage building site condominium of Previously approved. Phase 2 layout for remainder of the site is being proposed. Use is permitted by ordinance.
b. The landscape shall be preserved in its natural state, insofar as practical, by minimizing tree and soil removal, and by topographic modifications which result in maximum harmony with adjacent areas	<i>std met.</i>	Existing site to be reshaped and graded for buildout of remaining site.
c. Special attention shall be given to proper development drainage so that removal of storm waters will not adversely affect neighboring properties. All developments shall meet the requirements of the Charlevoix County Stormwater Ordinance	<i>with condition of storm water permit approved by staff std met.</i>	Phase 1 storm water drainage system installed. Phase 2 system proposed to be incorporated into existing system. Storm water permit required.
d. The site plan shall provide reasonable, visual and sound privacy for all abutting properties	<i>std met.</i>	Landscaping plan approved with phase 1 installed.
e. All buildings or groups of buildings shall be so arranged as to permit emergency vehicle access to the perimeter by all practical means	<i>approved by staff for permit std met.</i>	Emergency vehicles will not be able to access the perimeter of all buildings
f. All structures and dwellings shall have access to a street, walkway or other area dedicated to common use, ingress and egress	<i>std met.</i>	Existing access to be used
g. A pedestrian circulation system shall be provided which is as isolated as possible from the vehicular circulation system		Not applicable
h. All loading and unloading areas, outside storage areas, including areas for the storage of trash, shall be screened by a vertical screen consisting of structural materials or plant materials no less than six feet in height, gated and located in the rear or side yard area of either the primary structure or the structure closest to the road right-of-way, whichever is closest. The above is prohibited in all front yards	<i>std met.</i>	Loading areas provided in front of storage units
i. Exterior lighting shall be arranged so that it is downward lighting and deflected away from neighboring properties and so that the lighting element is not visible from any abutting street	<i>with condition lighting be approved by staff std met.</i>	Lighting on buildings proposed, spec sheets for fixtures need to be provided

**SITE PLAN REVIEW STANDARDS  
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ORDINANCE REQUIREMENT	STATUS	COMMENTS
j. All approaches to paved public roads shall be surfaced with bituminous asphalt, concrete or other similar dust-free material	<i>std met</i>	Access and interior roads shall be paved
k. The arrangement of public or common ways for vehicular and pedestrian circulation shall respect the pattern of existing or planned streets. Streets which are part of an existing or planned pattern which serve adjacent developments shall be of a width appropriate to handle the traffic volumes they will carry and be in accordance with the Road Development Section of this Ordinance, or applicable permitting agencies	<i>std met</i>	Existing access to be used.
l. All proposed streets shall be shown on the site plan and shall include an engineer's signature and seal with a statement that the engineer is responsible for the design, and will oversee the construction and development of the road system. The engineer shall further document that the design of the street shall result in safe travel within the site as well as a safe interface(s) between the traffic pattern within the site and the traffic which is located off site including the ability of vehicles to stop in a safe manner	<i>std met</i>	Engineered plan provided
m. Public streets to be deeded or dedicated to the Charlevoix County Road Commission shall meet their applicable standards, and a letter attached from the County Road Commission that indicates their acceptance of the road	<i>std met</i>	Private Drive
n. Private roads shall meet the standards as outlined in the Zoning Ordinance under Standards for Private Roads	<i>std met</i>	Private roads meet ordinance standards
o. All common drives or private roads servicing or to serve three (3) or more lots shall have a road maintenance agreement and deed restrictions which provide for the perpetual private (non-public) maintenance of such drives and roads	<i>std met</i>	Maintenance agreement and master deed not provided
p. Site plans shall conform to all applicable requirements of Township, County, State and Federal statutes, and Township approval shall be conditioned on the applicant receiving all necessary permits prior to excavation or construction.	<i>std met with condition of permit.</i>	Storm water and soil erosion permit required.
q. For all new and major renovations to existing structures, all overhead utilities shall be buried	<i>std met</i>	Utilities shall be buried
r. Signage is in conformance with Article 17	<i>std met</i>	No new signage proposed
s. The development shall conform to the Wilson Township Land Use Plan	<i>std met</i>	Proposed use conforms to land use plan

SITE PLAN REVIEW STANDARDS  
TOM JASPER STORAGE PHASE 2

(MM): Norm ✓

Supported by: Mel N

Vote: Ayes: 6 Nays: 0 Absent:     Abstained: + (approved/failed)

DATE 3/6/2019

Signature: John D. Mathers  
Wilson Township Planning Commission Chairperson