

Wilson Township Planning Commission  
Regular Meeting  
July 5, 2017

**CALL THE MEETING TO ORDER:** Chair John Mathers called the meeting to order at 6:00 PM and led the Pledge of Allegiance.

**ROLL CALL:** Planning Commission (PC) Members Present: Norm Vogt, Jeff Argetsinger, Mark Wuerth, John Mathers, Ray Guzniczak, and Mel Nowland. Absent: Aaron Nordman. Also present: recording secretary Marilyn Beebe and planner Scott McPherson.

**APPROVAL OF MINUTES:** Moved by M. Nowland and second by M. Wuerth to approve minutes from the June 7, 2017 Wilson Township Planning Commission meeting. Voice vote: Ayes 6, Nays 0, Absent 1.  
**MOTION CARRIED.**

**CITIZENS COMMENTS ON NON-AGENDA ITEMS:** None.

**NEW BUSINESS:**

1. Review proposed ordinance amendments: S. McPherson provided proposed language to amend the zoning ordinance with building aesthetic design standards and driveway access criteria for new commercial business developments. Discussed:

- a. Driveways
  - Number of Driveways
    - Two-way and pair of one-way
    - Shared
    - Corner lot – access point on each street
    - 2<sup>nd</sup> access (over 300 ft. continuous frontage)
  - Shared Access, Joint Driveways, Parking Lot Connections and Rear Service Drives
    - Shared access -encouraged to use but not required
    - Site adjacent to undeveloped property, site designed to accommodate a future parking lot connection
  - Adequate Sight Distance
    - In accordance with American Association of State Highway and Transportation Officials (AASHTO) guidelines
  - Driveway Spacing from Other Driveways
    - Measured from the centerline of each driveway at a point where it crosses the street ROW line
    - Minimum spacing from other driveways along same side of street – based on posted speed limits and parcel frontage
  - Directional driveways
- b. Design Standards
  - Walls & Facades
    - Uninterrupted length - not to exceed 100 ft.
  - Windows
    - Shapes, width-to-height ratio, first floor/window ratio (S. McPherson will research more flexible standards)
  - Rooflines
  - Main Entrances
    - Located in front of the building (discussed entrance when parking lot is in the back)
  - Building Materials

S. McPherson will research MDOT driveway spacing requirements and additional language proposing more flexible window options and requirements for uninterrupted wall space. A public hearing on the amendments will be scheduled for the August Planning Commission meeting.

**OLD BUSINESS:**

1. New Driveway on Fall Park Rd. Was a storm water permit obtained? S. McPherson will contact the county.
2. Clean-up of the Steinhoff property. No progress - may have to issue a citation.
3. Trailer on Wilson Road – site cleaned up.

**OTHER COMMUNICATONS REPORTS:**

1. Planner and Zoning Administrator's report: Submitted.
  - a. Louies site: issue with permits
  - b. Glen Catt – has been in communication

**ADJOURNMENT: Moved by** M. Nowland, **second by** R. Guzniczak to adjourn the meeting at 7:05 PM. Voice vote: Ayes 6, Nays 0, Absent 1. **MOTION CARRIED.** The next regular meeting is scheduled for 6:00 PM on August 2, 2017.

Respectfully submitted,

---

Marilyn Beebe, Recording Secretary

---

Mel Nowland, Secretary