



Mr. Frykberg presented a fact finding memorandum, (*see attachment page 5 &6*).

Chairman Van Berlo asked if there were any comments from the applicant. Mr. Michels, builder briefly outlined the project. Mr. Powers, owner, supported what Mr. Michels had outlined.

Mr. Dohm asked about possible landscaping. Mr. Powers added that, in all of his projects, appearance is important and he will provide quality landscaping at this storage and office facility as well.

There was discussion regarding the time frame for building out the project, and if the project should be approved with all future structures included, or just the ones indicated as immediately planned. Mr. Dohm requested the entire site plan be approved to eliminate coming back for further approval unless the footprint be changed significantly.

Following discussion, a **motion** was made by Mr. Chattaway, with support from Mr. Radle that the site plan be approved in total as submitted, with the addition of minor landscaping as discussed by the owner. The motion carried by unanimous voice vote,.

**Case #B-05-2018.**

Site Plan Review for Great Lakes Energy (Wolverine Power Supply) to install a communication equipment hut (12' x 15') at Hathaway & Kipp Rd. substation location.

Mr. Dohm displayed a visual presentation of the site plan. He advised that Fire Chief Cupps had reviewed and approved this site plan.

Mr. Frykberg presented a fact finding memorandum, (*see attachment page (7)*).

Chairman Van Berlo asked if there were any comments from the applicant.

Mr. McHugh from GLE gave a brief description of the need, and indicated that the structure would be outside the fenced in area by design.

Mr. Dohm explained that this was such a minor structure, it really didn't need much scrutiny by the Board, but site plan review was necessary according to the ordinance. The only impact on the community would be a positive impact by providing high speed internet for areas not now served.

Following minor discussion, a **motion** to approve the site plan as presented was offered by Mr. Radle and supported by Mr. Chattaway. The motion was approved by unanimous voice vote.

**Case #B-6-2018**

Site Plan Review for Great Lakes Energy (Wolverine Power Supply) to install a communication equipment hut (12' x 15') at 313 Highland Rd. substation location.

Mr. Dohm displayed a visual presentation of the site plan. He advised that Fire Chief Cupps had reviewed and approved this site plan.

Mr. Frykberg presented a fact finding memorandum, (*see attachment page 8*).

Chairman Van Berlo asked if there were any comments from the applicant.

Mr. McHugh explained that this is the same situation as the Hathaway Rd. project, and the same comments made on that project apply.

Following minor discussion, a **motion** to approve the site plan as presented was offered by Mr. Chattaway and supported by Mr. Radle. The motion was approved by unanimous voice vote.

**Case #B-6-2017**

Chairman Van Berlo opened the meeting to agenda item #11 to discuss another draft amendment to signs and billboards.

Mr. Frykberg indicated that a public hearing on the proposed amendment was held Sept. 5, 2017 under title case #B-6-2017 to update our sign section to coincide with Emmet County standards, and address the issue of content neutral requirements. Staff was waiting for Emmet County Planning and Zoning to address dealing with exempt real estate signs. So far, that has not been done, so staff decided to proceed unilaterally. He presented a revised draft, and outlined the changes.

Mr. Dohm indicated that he was not quite satisfied that these changes are exactly what we really want, so would like to take some more time to review the content further.

Discussion followed, including the need for another public hearing. Mr. Chattaway felt we should hold another hearing since it had been several months since the original hearing was held. By unanimous consent, the Board agreed.

**Other Open Discussion for issues not on the agenda:**

- a. **Correspondence:** None.
- b. **Planning Commission Members:** Chairman Van Berlo asked if there were any comments from Planning Commission Members. There were none.
- c. **Township Board Members:** Mr. Dohm explained the outcome of the ZBA meeting of May 26th, whereby the ZBA affirmed the Zoning Administrator decision to deny a lot split in Ramona Park.

**Adjourn:** There being no further business to be brought before the commission, Chairman Van Berlo adjourned the meeting at 8:00 P.M.

Date approved 7-8-18  
Secretary Tom Fairbairn  
Tom Fairbairn

Respectfully Submitted,

William P. Dohm,  
Supervisor

**LITTLE TRAVERSE TOWNSHIP**  
EMMET COUNTY, MICH.

Regular Meeting of the Township Planning Commission  
Tuesday - May 1, 2018  
7:00 P.M.  
at  
The Township Hall

**AGENDA**

1. Call to Order.
2. Roll Call: Martin Van Berlo, Joseph Chattaway, Shirley Snyder, Chip Radle  
Tom Fairbairn
3. Election of officers. Chairperson, Vice Chairperson, Secretary
4. Approve the agenda.
5. Public Comment.
6. Approve the Minutes of March 6, 2018.
7. 2018/19 meeting schedule.
8. **Case #B-4-2018**  
Site Plan Review for Bob Michels (representing Sam Powers) for storage and office buildings at 8585 Commerce Court.
9. **Case #B-5-2018**  
Site Plan Review for Great Lakes Energy (Wolverine Power Supply) to install a communication equipment hut (12' x 15') at Hathaway & Kipp Rd. substation location.
10. **Case #B-6-2018**  
Site Plan Review for Great Lakes Energy (Wolverine Power Supply) to install a communication equipment hut (12' x 15') at 313 Highland Rd. substation location.
11. Discuss draft amendment to signs and billboards section 1308. of Zoning Ordinance.
12. *Open Discussion for issues not on the agenda*
  - a. Correspondence:
  - b. Planning Commission Members
  - c. Township Board Members
13. Adjourn.

(Note - If a Board member is not able to attend this meeting, please call the office, 526-0351.)

# MEMORANDUM

**TO:** Little Traverse Township Planning Commission  
**FROM:** Randy Frykberg, PhD  
**DATE:** 4-24-18  
**SUBJECT:** Case #B-4-18 Site Plan Review for proposed Bob Michels Office and Storage Buildings at 8585 Commerce Ct, County Center Park (ID # 24-08-16-14-326-019) For 5-1-18 PC meeting.

## REQUEST

Bob Michels has applied for a zoning permit to construct a 48' X 65' office building connected to a 40' X 75' storage building on the north side of the lot in Count Center Park as phase one. Future phase(s) of the project would be the construction of a 40' X 96' storage building in the rear of the lot and a 40' X 192' storage building on the south side of the lot.

A site plan review is required for this project.

## GENERAL FACTS

1. The 1.37 acre site is zoned I-1.
2. Offices and storage is an allowed use by right in the I-1 district.
3. In I-1, setbacks are 30' front, 10' sides, and 20' rear.
4. The plans show the minimum setbacks will be met.
5. Storm water will be handled by swales connected to the road ditch on each side, and a swale/retention area to prevent run-off onto neighbor in the rear of the property. The center paved area of the site will have a catch basin that also connect to the road ditch.
6. No permit from the Road Commission for the driveway or additional water to be added to the road ditch has yet been presented.
7. The future 40' X 96' storage building in the rear of the lot will be divided into 4 equal storage units, while the 40' X 192' future storage building on the south side of the lot will be divided into 8 storage units.
8. The proposed 48' X 65' office will be attached to the proposed 40' X 75' storage building. The prints indicated that this storage building would not be divided into smaller storage units.
7. Parking requirement for the office is one per 200 sq. ft. of useable office plus one per employee in the largest shift. For the storage units, 1 parking space

B-4-18 Michels Proposed Office/Storage Buildings

per unit is required. An adequate number, 28 parking spaces including 2 barrier free spaces, is shown.

8. A free standing sign is shown on the north side of the entrance driveway. The plans specified it shall conform with zoning standards.
9. A screened 8' X 10' concrete pad will be constructed at the northern end of the 40' X 75' storage building.

**FINDINGS:**

1. The proposed project requires a site plan review.
2. The graphic requirements for site plans are met, the checklist is complete, and the impact statement meets the requirements of Section 1508 (Site Plan Review).
3. Standards for Site Plan Review (Section 1508 sub 4.):
  - a) *The location and design of driveways and entrance feature with respect to vehicular and pedestrian traffic. O.K.*
  - b) *The traffic circulation plan and off-street parking lots with respect to public safety, on site uses, and adjacent properties. O.K.*
  - c) *Buffer Techniques, fences, wall, greenbelts, and landscaping may be required by the Zoning board in pursuance of the objectives of this section and/or as a condition of the establishment of the proposed use.*  
**The east or rear of the lot touches a different zoning district, FF. Is any landscaping appropriate?**

**SUMMARY**

This proposed project appears to meet all the Township zoning requirements, with the question of "3 c)" and "general fact 4" above. If those questions can be answered positively and unless information to the contrary is presented at the meeting, approval seems appropriate.

# MEMORANDUM

**TO:** Little Traverse Township Planning Commission  
**FROM:** Randy Frykberg, PhD  
**DATE:** 4-24-18  
**SUBJECT:** Case #B-05-18 Site Plan Review for Great Lakes Energy  
Proposed Communication Equipment Building at 1787 E.  
Hathaway Rd. (Parcel # 24-08-16-11-400-005).  
For 5-1-18 PC Meeting

## REQUEST

Great Lakes Energy has requested permission to build a 12' X 15' Communication Equipment building on their substation property. This accessory building will house new Fiber Optic equipment. They plan to bring high speed internet to most of their rural electric users who request the service.

A Site Plan Review is required for the construction to proceed.

## GENERAL FACTS

1. The 8.6 acre parcel is zoned FF-2 Farm Forest
2. Utility and Public Service Facilities and uses are a principal use permitted by right in this district.
3. Minimum setback requirements in the FF-2 District are 40' front, 20' sides, and 35' rear. The maximum height allowed for the structure is 30'.
4. The plans show the proposed location of the building will meet all setbacks.
5. The height of the proposed building will be less than the maximum allowed.
6. Even with this proposed building, the structures on the property will be less than the maximum allowed, 35%, of lot coverage by buildings.
7. There will not be any water or sewer service to this building.
8. On-site stormwater handling will not be altered by the addition of this proposed building which is relatively small compared to the full site. The area around the building will be re-graded to drain away from the structure.
9. This proposed 12' X 15' building to house fiber communication equipment should not require any new employees and will minimally add any traffic.

# MEMORANDUM

**TO:** Little Traverse Township Planning Commission  
**FROM:** Randy Frykberg, PhD  
**DATE:** 4-24-18  
**SUBJECT:** Case #B-06-18 Site Plan Review for Great Lakes Energy  
Proposed Communication Equipment Building at 313  
Highlands Rd. (Parcel # 24-08-16-04-200-003).

## For 5-1-18 PC Meeting

### REQUEST

Great Lakes Energy has requested permission to build a 12' X 15' Communication Equipment building on their substation property. This accessory building will house new Fiber Optic equipment. They plan to bring high speed internet to most of their rural electric users who request the service.

A Site Plan Review is required for the construction to proceed.

### GENERAL FACTS

1. The 1.5 acre parcel is zoned FF-2 Farm Forest
2. Utility and Public Service Facilities and uses are a principal use permitted by right in this district.
3. Minimum setback requirements in the FF-2 District are 40' front, 20' sides, and 35' rear. The maximum height allowed for the structure is 30'.
4. The plans show the proposed location of the building will meet all setbacks.
5. The height of the proposed building will be less than the maximum allowed.
6. Even with this proposed building, the structures on the property will still be less than the maximum allowed, 35%, of lot coverage by buildings.
7. There will not be any water or sewer service to this building.
8. On-site stormwater handling will not be altered by the addition of this proposed building which is relatively small compared to the full site. The area around the building will be re-graded to drain away from the structure.
9. This proposed 12' X 15' building to house fiber communication equipment should not require any new employees and will minimally add any traffic.