

## Columbia Township

### Planning Commission Meeting Minutes

July 9, 2019

1. Call to Order. Meeting called to Order by Chairperson Mahr and the Pledge of Allegiance was recited.
2. Roll Call. Gaede, Brieschke, McKay, Mahr, Reynolds, Jeffreys and Wanty present.

Guests present Kathy Hyatt, Debbie Burkeen and Greg Burkeen.

3. Public Comment. None

Mahr opened the meeting explaining the purpose of the meeting and reading a explanation of what has happened concerning the requests from the Burkeen's. The letter is accepted into the minutes, attached.

Mahr than asked for commissioner comments.

McKay stated that only the Special Land Use Application could be discussed. Discussion followed.

Discussion followed concerning both the Application for Special Land Use and the Site Plan Application with the applicants and commission.

Motion by McKay to table the requests for Special Land Use and Site Plan applications to allow the applicant time to meet the requirements of the

ordinance's no later than 1 January 2020. Seconded by Reynolds. Vote taken Ayes All, Motion Passed.

4. Approval of June 4, 2019 minutes. Motion by Reynolds to Approve the minutes. Seconded by McKay. Vote taken Ayes All, Motion Passed.
5. Public Comment Kathy Hyatt informed the board that a request for a Solar Farm was being submitted and what meeting dates would the board be available. Gaede proposed the 2<sup>nd</sup> or 4<sup>th</sup> Tuesdays only. Discussion Meeting will be held as soon as practical after receiving request.
6. Commissioner Comments. Mahr was informed that the Supervisor was seeking bids from Region 2 and Land Plan for the rewrite of the Twp Master Plan, no Twp Board action has been taken.
7. Adjournment at 8:30 pm.

Respectfully Submitted

A handwritten signature in black ink, appearing to read "Philip Reynolds", written in a cursive style.

Philip Reynolds

## ATTACH TO MINUTES

July 9 2019

Columbia Township Planning Commission meeting

Instructions for the manner in which this pre-application conference will be conducted. To be attached to official minutes of meeting at chairperson's request.

Purpose of meeting is to hold a Special Land Use and Site Plan Review for an event facility to be located at 12019 M-50.

Supervisor Robert Elrod and I decided the meeting tonight should be conducted as a pre-application conference, giving Greg and Debbie Burkeen an opportunity to submit an application that may be favorably acted upon. We do not want them to have to wait a year to re-submit their application.

We both want the applicants to succeed in bringing their proposal for a banquet facility/event venue to fruition. But - it is also our duty to promote the public's health, safety, and welfare by consistently applying regulations from Columbia Township's lawfully adopted zoning ordinance.

Because the first application submitted did not contain all of the information required by our ordinance, Supervisor Elrod, Trustee and Planning Commission member Philip Reynolds and I met with Debbie Burkeen on April 30. There have also been other communications with the Burkeens from the township office explaining parts of the ordinance that must be dealt with. At the April 30 meeting I gave a list of items to Mrs. Burkeen that needed to be addressed before submitting their application.

According to our ordinance we may hold a pre-application conference to assist the applicants in preparing for the formal application. This has the benefit of saving the applicants time and money for their project.

There are guidelines for tonight's process which should be adhered to in order to proceed with the request for the special land use permit and site plan review.

There will be no discussion of the project itself. Commission members are to make note of criteria that is missing and must be included in this application before the Planning Commission can make a recommendation to the township board. To clarify for the applicants, we will once again be giving you a list of some of the information the planning commission needs to know at the time the final application is submitted.

We will not ask questions about the project, nor will we give a lengthy explanation for our comments. We will only direct you in submitting a complete application.

If you do not understand a piece of criteria you are told you are missing, you may ask enough questions to clarify.

For the record, a copy of the comments I have just made is being attached to the minutes of this meeting.

MDOT – driveway – 14.4 – item 9 c, (Jax Cty health dept) d (MDOT) and f – (Col. Twp. Fire dept.) these are approval standards that are part of the ordinance and need to be met BEFORE the Planning Commission APPROVAL

Refer to my list given them on April 30

Also signage – currently illegal. No MDOT permit on sign

I am also going to give you a copy of the general construction code requirements for conversion of a pre-existing structure when it is going to be used by the public as an event center, reception hall, wedding barn, etc.

You will see that the first document you must submit for an occupancy permit is township zoning approval.

And township zoning approval is contingent on meeting the requirements of the zoning ordinance.