

Planning Commission Meeting Minutes

Columbia Township

November 12, 2019

1. Call to Order. Mahr called meeting to order at 7:00 pm.
2. Pledge of Allegiance: Pledge of Allegiance was recited by commission.
3. Roll Call: Present Gaede, Brieschke, McKay, Mahr, Reynolds and Wanty. Absent: Jeffreys.

Guest: John Calhoun

4. Approval of Agenda: Motion by Reynolds to approve the agenda. Motion seconded by Brieschke. Vote taken Ayes All Motion Passed.
5. Approval of previous meeting minutes: Motion by Reynolds to approve the September 10, 2019 minutes with the following change, item 4 address correction **9947 Brooklyn Rd and Tom Knotson – son of the adjacent property owners who's Address:** Seconded by Wanty with the corrections. Vote taken Ayes All Motion Passed.
6. Purpose of meeting: Mahr stated that the meeting was to develop a Site Plan Checklist to help the Planning Commission and the Zoning Administrator in their jobs. Applicants will also have a clear understanding of what is required for a Site Plan Review.
7. Public Comment: None
8. Old Business: None
9. New Business: Mahr explained the process for developing the Site Plan Check List using the draft provided prior to the meeting. Everyone is asked to voice their concerns on what and how the check list will be, starting with the cover page.

McKay. Cover Page and all other pages need page numbers, stating number and total pages. (eg 1 of 4)

Wanty. Change Level should also be included.

Briescke. Discussion on cover letter.

Gaede. Discussion concerning review level, Preliminary or Final Review and the consequences of a Final Review. Discussion no change.

McKay. Discussion concerning the number of copies, size and form to be submitted to the Zoning Administrator for site plan review. Three (3) Full Size Plans, Ten(10) 11X17 Copies and a PDF File are required to be submitted to the Zoning Administrator.

Calhoun. Concerned about margins and wrap around words.

Briescke. Suggested a Blank Page be added after cover letter for applicant to write notes on.

McKay. Box needed stating that Applicant has received a current printed or electronic version of the Township Zoning Ordinances.

McKay. Box needed for the Zoning Classification from the current Columbia Township Zoning Map.

Briescke. All plans need to have the North Arrow pointing to the top of all pages.

McKay. The Seal or Signature of the licensed individual shall include their license number.

Briescke. Setbacks should be listed in feet.

McKay. All Setbacks should be measured from the Property Line for Principle Bldgs.

McKay. Drawings need to indicate whether they are Concept, Preliminary or Final.

Briescke. Van Accessible Handicap Spaces need to be added to Handicap Parking count. Van Accessible spaces require one (1) and a half (1/2) space.

McKay. Site Plan needs to indicate the lighting coverage area for all lighting.

Calhoun. Need a box for lighting indicating applicant has read Section 12.4 Lighting Columbia Township Zoning Ordinance.

Mahr. Add Appendix A for information concerning Hazardous Substances and Storage.

Gaede. Add FEN'S with all Wetlands.

Mahr. Use Zoning Administrator in place of Zoning Officer.

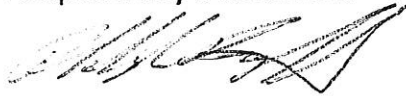
Gaede. Introductory Letter first paragraph correct to read, **If a final Site Plan is selected, please be advised that the Planning Commission shall recommend to approve or conditionally approve a site plan.** Should the plan be rejected, applicants may not resubmit a modified plan for a period of one (1) year from the date of the Commission's ruling.

10. Public Comment. None.

11. Commissioner comments. Mahr informed the commission that her and Todd Wanty will be going to a conference in Frankinmouth Mi next week. Mahr has had conversations with Mark Iddelson from Land Plan. Mark will be happy to work with the Planning Commission on the rewrite of Columbia Township Master Plan.

12. Adjournment Adjourned at 9:00 pm.

Respectfully Submitted

A handwritten signature in black ink, appearing to read 'Philip Reynolds', with a stylized flourish at the end.

Philip Reynolds