

Planning Commission Meeting Minutes

Columbia Township

September 3, 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 Brieschke, McKay, Mahr, Reynolds and Wanty. Absent Gaede and Jeffreys.
4. Approval of Agenda. Motion by Wanty to approve the agenda. Reynolds requested the addition of item 9c Anti Funneling Ordinance be added. Motion seconded by McKay with the addition of item 9c. Vote taken Ayes All Motion Passed.
5. Approval of previous meeting minutes. Motion by Mahr to approve the August 6, 2019 minutes with the following change, Commissioner Comments Strike Mahr emailing proposed check list and add Supervisor Elrod was asked for proposed check list be copied to all members. Seconded by Reynolds with the change. Vote taken Ayes All Motion Passed.
6. Purpose of meeting.
 - a. Required 3 of 4 annual meetings.
7. Public Comment. None
8. Old Business.
 - a. Master Plan.

Mahr meet with Supervisor Elrod, no movement on Master Plan. Elrod was under the impression that the Planning Commission was not willing to work with Land Plan, that's not the case. Planning Commission is very concerned with the price and would rather go with Region 2 due to the fact all the maps and other info come from Region 2 to Land Plan and that Region 2 knows Columbia Twp. Planning Commission will be happy to work with whom ever is selected by the Board. Discussion.
 - b. Site Plan Evaluation Checklist.

Mahr presented the checklist. Discussion. McKay suggested adding where possible section #'s from the ordinance that pertains to that item. Discussion. Members were asked to submit additions or corrections.

c. Site Plan Submittal Requirements.

Mahr presented the Site Plan Submittal Requirements. Discussion.
Members were asked to submit additions or corrections.

9. New Business.

a. Pre- application "Conference" for Special Land Use applicants.

Mahr Ordinance states it is available in 4.6 and who attends Conference. Mahr stressed that it's a Conference Only to help applicants and no decisions are made. Information Only. Discussion
Brieschke suggested that a cover letter be supplied stating that applicant has the option for a Preconference plan review.
Discussion. Wedding Barn operating illegally. Discussion.
Motion by Brieschke In the interest of health, safety and welfare of the community the Planning Commission encourages or recommends to the Supervisor or Zoning Officer to enforce the Columbia Township Zoning Ordinances relative to the property located at 12109 M50mBrooklyn Mi. Seconded by Wanty Vote taken Ayes All Motion Passed.

b. Public Comment rules for PC meetings.

Mahr discussed need for rules during Public Comment. Mahr will bring rules and a resolution to the commission. Brieschke stated that the Chair should have a prepared statement from the commission during any controversial meetings, public comment limited to 3 minutes and that no response will be made by any commission members. Discussion.

c. Anti- Funneling Ordinance.

Reynolds stated that at the August Board meeting Treasure Calhoun brought to the attention of the Board that there is not a anti- funneling ordinance and Columbia Twp should have one. Calhoun presented Norvall Twp Ordinance that is provided for your review. Discussion.
Mahr spoke with Supervisor Elrod who agreed that a ordinance should be looked at. Discussion

10. Public Comment. None.

11. Commissioner comments.

a. Asked supervisor to post current meeting minutes on web site.

Mahr made request to supervisor to post minutes. Discussion. Web site needs up grade and current information added.

b. Other None

12.Adjournment Adjourned at 8:05 pm

Respectfully Submitted

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

Philip Reynolds

2.1.22.2 Farm Animals:

Livestock including beef and dairy, goats, hogs, horses, poultry, sheep and other fur bearing animals, including but not limited to, mink.

2.1.22.4 Fen:

A type of peat land that receives mineral rich inputs of ground or surface water and dominated by sedges and other grass-like vegetation.

2.1.23 Free-Standing Identification Sign:

A sign designed to identify to persons not on the premises only the title of the business or profession conducted on the premises, and **supported by a structural frame independent of any other structure.**

2.1.24 Floor Area:

The sum of the gross horizontal areas of the several stories of a building excluding cellar and basement floor area, but including the area of walled and roofed porches and terraces. Dimensions for computing floor area shall be measured between exterior faces of walls.

2.1.24.5 Funneling:

The use of an inland waterfront property, parcel, or lot as common open space to serve as waterfront access for a separate, multi-family development, or property containing more than one parcel, lot or housing unit, which development or property is located away from the waterfront. More particularly, funneling is the use of a waterfront property, parcel, or lot contiguous to a body of water for access to such body of water by the owners, leasers, occupants, or licensees of any of the following types of property, if such property contains more than one parcel or lot, or more than one dwelling unit:

- a. Non-waterfront property under a separate legal description on the Jackson County Tax Roll or property

acquired under a separate deed on file with the Jackson County Register of Deeds;

- b. Non-waterfront property, if such property contains more than one dwelling unit;
- c. Property separated from shoreline properties by a public road.
- d. Funneling restrictions shall apply to any lot or parcel of land described by metes and bounds regardless of whether access to the water shall be gained by easement, common fee ownership, single fee ownership or lease.

The term funneling, as used herein, shall not include any public use of a public park or public access site provided or maintained by any unit of state, county or local government.

2.1.25 Garage-Commercial:

Any building available to the public operated for gain and which is used for storage, rental, greasing, washing, servicing, repairing, or adjusting of automobiles or other motor vehicles.

2.1.26 Garage-Private:

Any accessory building or structure used principally for storage of automobiles and for other incidental storage purposes only.

2.1.26.2 Greenbelt:

A vacant space abutting a body of water and intended to preserve water quality and to maintain the view of the water, which shall remain unoccupied.

2.1.26.5 High Density Animal Feeding Operation:

An animal feeding operation that houses or confines farm animals whose number total 300 or more animal units.

PLAN DATA

SITE PLAN SUBMITTAL REQUIREMENTS

Application Form

Required For
Final Preliminary

Name & address of the applicant & property owner

X

X

Address & common description of property & complete legal description

X

X

Dimensions of land & total acreage

X

X

Zoning on the site & all adjacent properties

X

X

Description of proposed project or use, type of building or structures, & name of proposed development, if applicable

X

X

Name & address of firm or individual who prepared site plan

X

X

Proof of property ownership

X

X

Site Plan Descriptive and Identification Data

Site plan scale - (engineer's scale). Sheet size shall be at least 24 x 36 inches

Site size 3 acres or more - 1 inch = 100 ft.
Site size of less than 3 acres - not less than 1 inch = 50 ft.
If a large development is shown in sections on multiple sheets, then a composite sheet shall be included

X

X

Title block

Sheet number/title
Name, address & telephone number of the applicant & firm or individual who prepared the plans with seal
Date(s) of submission & any revisions (month, day, year)

X

X

Scale & north arrow

Location map drawn to a separate scale with north-point, showing surrounding land, water features, zoning & streets within a quarter mile

X

X

Legal & common description of property

Zoning classification of petitioner's parcel & all abutting parcels
Net acreage (minus rights-of-way and submerged land) & total acreage

X

X

Site Data

Existing lot lines, building lines, structures, parking areas & other improvements on the site & within 100 feet of the site

X

X

Proposed lot lines, lot dimensions, property lines, setback dimensions, structures, & other improvements on the site & within 100 feet of the site

X

X

Topography on the site & within 100 feet of the site at two-foot contour intervals, referenced to a U.S.G.S. benchmark

X

X

Distance to centerlines and pavement edges of intersection(s) & major thoroughfares

X

X

Location of existing drainage courses, floodplains, streams, & wetlands with elevations

X

X

All existing & proposed easements including type

X

X

Location of exterior lighting (site & building lighting)

X

X

Location of trash receptacle(s) & transformer pad(s) & method of screening

X

X

Extent of any outdoor sales or display area

X

X

Access and Circulation

Dimensions, curve radii & centerlines of existing & proposed access points, roads & road rights-of-way or access easements

X

X

Driveways & intersections within 250 feet of site

X

X

Cross section details of proposed roads, driveways, parking lots, sidewalks & non-motorized paths illustrating materials & thickness

X

X

Dimensions of acceleration, deceleration, & passing lanes

X

X

Dimensions of parking spaces, islands, circulation aisles & loading zones

X

X

Calculations for required number of parking & loading spaces

X

X

Designation of fire lanes

X

X

Traffic regulatory signs & pavement markings

X

X

SITE PLAN EVALUATION CHECKLIST (CONT.)

| ITEM | OK / YES | NOT OK / NO | N/A | COMMENTS |
|---|----------|-------------|-----|----------|
| SIGNS: SIZES, DETAILS, LOCATIONS | | | | |
| WETLAND/FLOOD PLAIN BOUNDARIES | | | | |
| EXISTING / PROPOSED EASEMENTS | | | | |
| EXIST. IMPROVEMENTS WITHIN 100' | | | | |
| EXIST. DRIVES WITHIN 200' | | | | |
| RIGHT-OF-WAY GREENBELT | | | | |
| AREA | | | | |
| TREES | | | | |
| SHRUBS | | | | |
| CURBING | | | | |
| GROUNDCOVER | | | | |
| INTERIOR LANDSCAPING | | | | |
| AREA | | | | |
| TREES | | | | |
| SHRUBS | | | | |
| CURBING | | | | |
| GROUNDCOVER | | | | |
| PARKING INTERIOR LANDSCAPING | | | | |
| AREA: | | | | |
| TREES | | | | |
| SHRUBS | | | | |
| CURBING | | | | |
| GROUNDCOVER | | | | |
| DUMPSTER SCREENING | | | | |
| SCREENING FENCES / WALLS & ADJACENT GREENBELT | | | | |
| TREES | | | | |
| SHRUBS | | | | |
| CURBING | | | | |
| GROUNDCOVER | | | | |
| BERMS | | | | |
| LOCATION | | | | |
| SIZE | | | | |
| VISIBILITY | | | | |
| GROUNDCOVER | | | | |
| LIGHTING: LOCATION, SHIELD | | | | |
| UNDERGROUND STORAGE TANKS? | | | | |
| DETAILS: | | | | |
| CURBING | | | | |
| WALLS | | | | |
| FENCES | | | | |
| PAVING | | | | |
| DUMPSTER PAD & ENCLOSURE | | | | |
| LIGHTING | | | | |
| LANDSCAPING | | | | |

NOTES: