

WEST TRAVERSE TOWNSHIP
REGULAR PLANNING COMMISSION
Wednesday March 13, 2024

Chair Moore called the meeting to order at 6:00 p.m.

Roll Call: Moore, Osetek, Forster, Dohan, Hollerith

Absent: Green

Visitors: Brook Barney, Troy Bosker, Eric Wynsma, Ross Maunders

The Pledge of Allegiance was recited by all.

Approve Agenda as presented or with additions: **5 aye, 1 absent**

Public Comments: Ross Maunders posed questions regarding zoning changes relating to PUD C1 Section 727.

Approval of 2-14-24 Regular Meeting Minutes: Discussion regarding the details of the February meeting mins. More detail is requested. Motion to postpone the minutes from the February 14 meeting. **5 aye, 1 absent**

Unfinished Business

- a. Zoning Ordinance discussion- Section 727. Lane gave a brief synopsis informing the board that he has been communicating with HP on the requested additional items to which they are very receptive. Talked with township attorney regarding wording of the PUD.

New Business-

- a. Site Plan Review- Case #02-2024: site plan review for additions to existing commercial storage buildings at 165-175 Franklin St, tax ID # 24-16-15-12-326-009 and tax ID# 24-16-15-12-326-011 as submitted by David O'Neill, Architect on behalf of Norman VanWormer. As requested by applicant Lane gave a presentation of the site plan. Applicant representative Brook Barney had no comments and thanked Lane for his presentation. It was noted there will be an additional 1802 sq feet added to the building at 165 Franklin and 1440 additional sq ft added to 175 Franklin building. Questions were raised if the new lighting will be identical to the existing lighting already present. Discussion followed regarding landscaping

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and screening. Concerns were noted about possible erosion given the steep grade behind the buildings and also septic/drainage fields. It was noted that the applicant will have to work with the county regarding the erosion issues. **Dohan made the following motion: I move to approve Case #02-2024, David O’Neil, Architect, on behalf of Norman VanWormer, for a Site Plan Review for additions to two commercial buildings at 165 and 175 Franklin Road in West Traverse Township, tax parcels #24-16-15-12-326-009 and #24-16-15-12-326-011, as shown on the site plan dated January 19, 2024, and the elevation drawings dated 01/24/24, because the applicable standards of the West Traverse Township Zoning Ordinance have been met, subject to the following conditions: The applicant shall receive all necessary permits and approvals from the County Building Department and provide verification to the Township Zoning Administrator. The applicant shall receive all necessary permits and approvals from the Fire Department and provide verification to the Township Zoning Administrator. The applicant shall receive all necessary permits and approvals from the County Health Department relating to the relocation of the septic and drain field and provide verification to the Township Zoning Administrator. Any added building or site lighting shall meet the requirements of the Zoning Ordinance and be consistent with current lighting. Forster seconded. Roll call vote: Forster- yes, Hollerith- yes, Dohan- yes, Moore- yes, Osetek- yes. 5 yes, 1 absent.**

- b. Site Plan Amendment Review- Case #03-2024- site plan amendment review for commercial storage buildings on South State Rd, Tax ID # 24-16-15-12-350-009 and Tax ID # 24-16-15-350-011 as submitted by Terra Firma Development, LLC, Eric Wynsma. Lane spoke first regarding the site plan amendment. Lane noted first that adjacent property owners wished to be notified when cases in the zoning district were brought before the Planning Commission. A site plan was approved for the noted properties in September of 2023. An analysis memo was included in the meeting packet listing out the number of conditions that required approval. Applicant has requested modifications to the site plan that requires coming back before the Planning Commission. The amended site plan now is for the proposal of two buildings for commercial storage changing it to condominiums in the future. Eric Wynsma thanked Lane for the recap and discussed some of the changes such as bringing the number of buildings down from three to two, bigger units- less users, less impact on the neighborhood, more trees, etc. Phase One will be 17,260 sq ft, 11 units with 1500-1600 sq ft. Phase Two would be 14,440 sq ft, 9 units with 1560 sq ft. Discussion regarding condo use, what would be required and what it entails. Questions were raised regarding parking, soil erosion and other significant topographical challenges given the location. Concerns were noted about traffic/pedestrian safety as it is on the main road along with “renter mentality” in the units, clear cutting of trees, the extensive excavating and soil disruption, where debris from construction will be stored, the possibility of the units being used for personal work-shops, etc. It was noted that additional larger trees will be planted for more screening on the east/west borders. Timeline to begin construction set for May 2024 and December 2024 to finish. **Commissioner Osetek made the following motion: I move to approve Phase 1 of Case #03-2024, Terra Firma Development, LLC, for a Site Plan Amendment for two commercial storage buildings at 7748 (7500) South State Road in West Traverse Township, tax parcels #24-16-15-12-350-009 & #24-16-15-12-350-011, as shown on the site plan dated February 29, 2024, because the**

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applicable standards of the West Traverse Township Zoning Ordinance have been met, subject to the following conditions: If the applicant determines to convert the storage buildings to storage unit condominiums, the applicant shall apply to the Township for additional special use permit approval. The applicant shall provide a performance guarantee in the form of a surety bond in an amount equal to 25% of the estimated costs associated with site development, such amount to be established between the applicant and the Township Zoning Administrator, due to the topography changes, retention measures, and landscaping proposed for the development. The surety bond will be deposited with the Township Zoning Administrator prior to the issuance of a zoning permit. The easements depicted on the February 29, 2024; site plan shall not be used for access for the proposed development. The applicant shall receive all necessary state and county permits and approvals and provide verification to the Township Zoning Administrator. The southern portion of the property shall not be used for the storage of debris or fill material. That portion of the property may be used by the applicant for construction staging until the issuance of an occupancy permit by Emmet County. 55 conifer trees, 6 foot high at planting, shall be planted along the west border of the property as depicted on the February 29, 2024, site plan. 24 conifer trees, 10 foot high at planting, shall be planted along the east border of the property. The remaining landscaping and screening as depicted on the February 29, 2024; site plan shall also be required. Dust control measures shall be used by the applicant if a nuisance is generated during construction. The motion was seconded by Dohan. Roll call vote: Forster-yes, Hollerith- yes, Dohan-yes, Osetek- yes, Moore- yes. 5 yes, 1 absent

Other

- a. Zoning Administrator Report – Lane noted his report was included in the packet.
- b. Township Board Representative Report – no report
- c. Correspondence – A letter from Stephanie Baker requesting the board to allow chickens in the township along with a letter from the Williams thanking Lane.

Planning Commissioner Comments (open discussion) – Moore gave a brief recap about the City re-zoning meetings and also spoke about ADU's/ACU's. Discussion about the commercial storages versus condominiums and what impact it would have on the community.

Public Comment: none.

Next Meeting: Planning Commission Regular Meeting April 10, 2024 6:00 p.m.

Adjournment: **Moore made the motion to adjourn at 8:05 p.m. Hollerith seconded. 5 yes, 1 absent**

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Respectfully Submitted by:
Jim Osetek, Secretary

Transcribed by:
Amy Peters

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