



**OTSEGO TOWNSHIP
PLANNING COMMISSION
MEETING MINUTES**

May 7, 2018

Monday at 7:00 PM

Planning Commission Members;

Chair Andy Webb, Vice Chair Bill Rohr, Secretary Jeff Polonowski,

Scott Reising, Karen Burns, Mike Bosch, Tammy Hoppe, Ron Cade & Roger Rumble

Chairperson Webb called the meeting to order at 7:01 p.m.

Members Present: Andy Webb, Jeff Polonowski, Scott Reising, Roger Rumble, Tammy Hoppe, Ron Cade, Bill Rohr, Mike Bosch arrived at 7:10pm.

Members Absent: Karen Burns.

Approval / Correction of Minutes:

Motion made by Tammy Hoppe, support by Bill Rohr, to approve the April 2, 2018 Planning Commission meeting minutes with the following corrections:
Change the word "suitable" to "ideal" in comment made by Mike Bosch regarding Pfau rezoning.
7 – Yes, 0 – No, 2 – Absent. Motion carried.

Rezoning – Heather Pfau – Case 18-01(Tabled):

Motion by Bill Rohr, support by Roger Rumble, to table the rezoning request until update to the Future Land Use map is complete.
8 – Yes, 0 – No, 1 – Absent. Motion carried.

Site Plan Review – ACDC – Case 18-03:

Ed Southwick and Kristopher Nelson presented information regarding plans for four parcels on M-89. Mr. Nelson, of Schley Nelson Architects, indicated there would be no change to the curb cuts on M-89 for driveway access. He also discussed the storm water management and lighting plan. The Township Engineer has also reviewed the storm water portion of the plan and indicated the plans presented met the standards of the ordinance and made two recommendations which are not required. Lori Castello of PCI, the Township Zoning Administrator, has reviewed the site plan and made recommendations which have been incorporated into the plan. Scott Reising asked if the number of dumpsters shown on the plan are adequate for the size of the project. Mr. Southwick indicated he was adding another dumpster and would be designating one dumpster for paper/cardboard recycling. Scott Reising also questioned the width of the curb cut and had concerns that with the level of traffic on M-89 the proposed driveway would not be adequate. Tammy Hoppe asked if the greenspace and parking spaces indicated on the plan met the requirements of the ordinance. Mr. Nelson indicated the greenspace was slightly below the amount required and Mr. Southwick indicated the number of parking spaces overall met the requirements. He also said he had requested the spaces be ten feet wide instead of the usual nine feet. If there was a need to increase the number of spaces available some of the spaces could be reduced in size to add additional parking. Jeff Polonowski asked about snow removal. Mr. Southwick indicated there would be a cross easement in place with Southwick Gun and Ammo which would help address the placement of removed snow.

Motion by Roger Rumble, support by Tammy Hoppe, to recommend approval to the Otsego Township Board of the site plan presented including combining of all parcels, addition of one more dumpster and subject to Allegan County Drain Commission approval.

8 – Yes, 0 – No, 1 – Absent. Motion carried.

Special Use Permit - Donald Field – Case 18-02

Donald Field presented his request for a Special Use Permit to conduct a home based business. His wife, Linda Darling-Field, has a salon type business providing massage and facials. They were unaware of the requirements to have a home based business obtain a permit from the Planning Commission until they received a letter from the Township Zoning Administrator. They are requesting guidance from the Planning Commission regarding appropriate signage to address concerns from their neighbors.

Chairman Webb opened the public hearing at 8:00 pm.

There were no members of the public present but there had been one letter submitted to the Planning Commission from Roberta Bowden. In her letter she expressed concerns that Mrs. Field's customers were unable to locate the correct house due to lack of signage and were using her private drive as a turn around. She also requests that parking for Mrs. Field's customers be confined to her driveway rather than on the street as she believes this creates a hazard for motorists in the neighborhood.

Chairman Webb closed the public hearing at 8:05 pm.

Discussion returned to the Planning Commission. There was discussion regarding the size and placement of a sign on the property. Members indicated the sign could be placed closer to the frontage of the property rather than being by the house to increase visibility for new customers. Mrs. Field indicated she sees one customer at a time and her customers park in her driveway.

Motion by Michael Bosch, support by Bill Rohr to recommend approval to the Township Board for a special use permit for a home based occupation of a part-time salon.

8– Yes, 0 – No, 1 – Absent. Motion carried.

Technical Review, Zoning Ordinance – McKenna and Associates

Brian Keesey from McKenna Associates was present to address concerns and comments from the Planning Commission regarding changes he has recommended to the Zoning Ordinance. All previous sections Mr. Keesey had presented were reviewed. He will incorporate the changes discussed and prepare recommendations for the remaining sections of the ordinance. It is anticipated he will attend the July 2, 2018 meeting to finalize all comments and begin the preparation for publishing the updated ordinance.

Motion made by Mike Bosch, support by Bill Rohr, to adjourn the meeting at 10:10 p.m.

8– Yes, 0 – No, 1 – Absent. Motion carried.

Respectfully submitted,

Jeff Polonowski/js
Planning Commission Secretary

Date