

VEVAY TOWNSHIP PLANNING COMMISSION
Special Meeting
Wednesday, September 13, 2017
Vevay Township Hall – 5:00 p.m.

MINUTES

Members present: Jack Cady, John Lazet, Chris Lewis, Patti McNeilly, and Jim Minster.

Member absent: Bruce Walker and Al Winters.

Other Persons present: Supervisor Jesse Ramey, and Legal Counsel David Revore.

I. Call to Order: The meeting was called to order at 5:00 p.m. by Chair McNeilly.

II. Pledge of Allegiance

The audience joined the Commission in reciting the Pledge of Allegiance.

III. Set/Amend Agenda

The agenda was set as presented.

IV. Brief Public Comment

There was no public comment.

V. Pending Business

A. Zoning Ordinance Possible Amendments

1. Section 3.27(C) (1) - Large Solar Energy Systems – amend to read along the lines of “...subject to the review and approval procedures of CHAPTER 14 AND Chapter 16 of this Ordinance.”
2. Chapter 14 – the Commission had extensive discussion on when a site plan should be required, what information should be included, and how the review process should involve the Zoning Administrator. These proposed changes are advisory for legal counsel, and not necessarily final wording:

SECTION 14.02 SITE PLAN – BUSINESS, INDUSTRIAL AND OTHER USES.

A. In addition to site plans required by other provisions of this Ordinance, a site plan conforming to the requirements of this section shall be provided for ~~land uses within the Business and Industrial Districts for:~~

- i. All new business and industrial ~~land~~ uses;
- ii. Changes to existing business and industrial uses when such changes result in demolition of existing structures, new construction (including additions to existing structures), ~~and~~ changes to signage, parking (ADD A COMMA) ~~and~~ areas for ingress and egress to the property involved (ADD A COMMA) OR WHEN ANY CHANGE

IS EXPECTED TO GENERATE 100 OR MORE DIRECTIONAL TRIPS TO THE PARCEL.

B. A site plan may be required for non-residential and accessory uses ~~in all other districts in~~ AT the discretion of the Planning Commission or Township Board.

SECTION. 14.03(C) - REQUIRED SITE PLAN SUBMISSION REQUIREMENTS

~~Preliminary and Final Site Plan Requirements~~

- A general location sketch showing at minimum, properties, streets and use of land within 1/2 mile of the area.
- Legal description of the subject property AND THE TOWNSHIP PARCEL NUMBER.
- The date, north arrow, and scale.
- Name and address of the property owner or petitioner.
- ~~Name and address of the person and/or firm who drafted the plan and the date on which the plan was prepared.~~
- Existing zoning and use of all properties abutting the subject property.
- All buildings, parking and driveways within 100 feet of all property lines.

Narrative: Shown on the site plan or submitted separately, describing in general terms: (This applies to the next five bullet points; there was discussion on which if any of these should be required to be included on the sketches. Also see below for discussion on “what is a site plan?”)

- The overall objectives of the proposed development.
- Size (in acres) of the subject property and approximate number of acres allocated to each proposed use and gross area in building, structures, parking, public streets and drives, and open space.
- Dwelling unit densities by type, if applicable.
- Proposed method of providing sewer and water service, as well as other public and private utilities.
- Proposed method of providing storm drainage.

~~Preliminary Site Plan Requirements~~

- Property lines and approximate dimensions.
- Existing adjacent streets and proposed streets.
- Parking lots and access points.
- ~~Proposed~~ REQUIRED buffer strips or screening.
- Significant natural features; and other natural characteristics, including but not limited to open space, wetlands, stands of trees, brooks, ponds, floodplains, hills, slopes of over 15%, and similar natural assets or hazards. (DISCUSSED was whether ground water recharge mapping information is available to add as a required component; this possible addition was left undecided for the evening.)
- Any signs SIGN not attached to the building(s).
- General topographical features at contour intervals no greater than 5 feet.
- Existing and proposed uses, buildings and structures.

~~Final Site Plan Requirements~~

- Seal, name, and firm address of the professional individual responsible for the preparation of the site plan. A SITE PLAN FOR A HOME OCCUPATION MAY BE PREPARED BY THE PROPERTY OWNER.
 - ~~Property lines and~~ Required setbacks shown and dimensioned.
 - Dimensions of all existing and proposed structures on the subject property ~~including dwelling unit densities by type, if applicable.~~
 - Size and location of existing and proposed utilities, including any proposed connections to public, (DELETE THIS COMMA) or private community sewer or water supply systems.
 - All existing and proposed drives (including dimensions and radii), acceleration/deceleration lanes, sidewalks, signs, exterior lighting, OUTSIDE STORAGE AREAS PURSUANT TO SECTION 15.05 (ADD A COMMA) curbing, parking areas (including the dimensions of a typical parking space and the total number of parking spaces to be provided PURSUANT TO SECTION 15.01), fire lanes, and unloading areas PURSUANT TO SECTION 15.02. ~~For projects on a collector or arterial road, see also Section 12.04.~~
 - Pavement width and right-of-way width of all roads, streets, RAILROADS (ADD A COMMA) and access easements within 100 feet of the subject property.
 - Location and size of all ~~surface~~ water drainage facilities.
 - Location of all solid waste disposal facilities, including recycling, and screening.
 - Location and specifications for existing or proposed outside, above or below ground storage facilities for hazardous materials.
 - All existing vegetation and the location, type, and size of all ~~proposed~~ REQUIRED landscaping, and the location, height and type of existing and ~~proposed~~ REQUIRED fences and walls PURSUANT TO SECTION 15.05.
 - Recreation areas, common use areas, flood plain areas and areas to be conveyed for public use and purpose.
 - Exterior lighting showing area of illumination and indicating the type and height of fixture to be used PURSUANT TO SECTION 15.04.
 - Elevation drawings of proposed buildings.
3. Section 15.05 (H)(1) - Utility Buildings, Outdoor Equipment, Outdoor Storage and Waste Receptacles
1. For utility buildings, stations, and/or substations, screening shall be provided consisting of a six (6) foot high wall, berm (ADD A COMMA) or fence THAT MEETS THE REQUIREMENTS OF SECTION 3.10, except when all equipment is contained within a building or structure which is comparable in appearance to residential buildings in the surrounding area.

COMMISSION – had discussion on what physical paper components should comprise a site plan. It was noted that while the Commission has reviewed and approved numerous site plans, no two have had the same layout. Plans have included cover letters, separate explanatory letters, cover sheets with narrative stapled to sketches, and just sketches. Some have been hand drawn sketches. Professionally prepared sketches have different layouts, with the required information presented on different numbers of sketches, depending on the scope of the project and the professional involved. Possible formatting of site plans will need further discussion.

COMMISSION – had extensive discussion on the role of the Zoning Administrator as outlined in both Chapter 14 and Chapter 19. Discussion included what manner of review would include working with an applicant on needed information and sufficiency of a site plan before formal submission to the Township, and any needed review before placement on the agenda of the Commission for formal review.

1) Set Public Hearings

As no final language was available for review, no public hearing was scheduled.

VI. Closed Session

In order to consider letters from legal counsel exempt from disclosure by state statute (MCL 15.243(1)(g) - the Freedom of Information Act: Confidential Attorney-Client Written Communication dated September 11, 2017, and September 13, 2017), pursuant to section 8(h) of the Open Meetings Act (MCL 15.268(h)):

MOTION McNeilly, seconded by Minster, that the Commission meet in closed session pursuant to section 8(h) of the Open Meetings Act to consider material exempt from disclosure under state statute, section 13(1) (g) of the Freedom Of Information Act, being two letters drafted by legal counsel dated September 11, 2017, and September 13, 2017, for the reason that the letters are exempt from disclosure under state law due to the attorney-client privilege.

CARRIED Cady – yes, Lazet – yes, Lewis – yes, McNeilly - yes, and Minster – yes.

At 8:10 pm, the Commission started the closed session portion of the meeting.

At 9:23 pm, the closed session ended and the public meeting re-convened.

Motion Lazet, seconded by Lewis, to adopt the minutes of the closed session.

CARRIED Cady – yes, Lazet – yes, Lewis – yes, McNeilly - yes, and Minster – yes.

VII. Adjournment

There being no further business, the meeting was adjourned at 9:28 p.m.

John Lazet, Secretary