

VEVAY TOWNSHIP PLANNING COMMISSION
Regular Meeting
Wednesday, October 4, 2017
Vevay Township Hall – 7:00 p.m.

MINUTES

Members present: Jack Cady, John Lazet, Chris Lewis, Pattie McNeilly, Jim Minster, Bruce Walker, and Al Winters.

Members absent: None.

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

I. Call to Order: The meeting was called to order at 7:00 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 accepted as submitted.

IV. Approval of Minutes: Regular Meeting 9-6-17, special meeting 9-13-17, and special meeting 9-21-17

September 6, 2017 – amend:

1. Page 1, under ‘Brief Public Comment’, at the end of the third line to “...They will only be offering what HE CLAIMS the Boy Scouts did, ...”
2. Page 2, under “Reports”, the paragraph starting “COMMISSION” to “had discussion on the placement of the manufactured housing on the parcel at ON Rolfe and Hawley Roads ROAD.”
3. Page 4, under “Zoning Ordinance Possible Amendments”, the first bullet point, delete “are”.

September 13, 2017 – amend page 4, under “Closed Session”, after the motion, by adding “At 8:10 pm, the Commission started the closed session portion of the meeting.”

September 21, 2017 – no amendments were offered.

MOTION Walker, seconded by Cady, to approve the September 6, 2017, Regular Meeting minutes as amended.

CARRIED 7-0

MOTION Cady, seconded by Walker, to approve the September 13, 2017, Special Meeting minutes as amended.

CARRIED 7-0.

**MOTION Cady, seconded by Winters, to approve the September 21, 2017, Special Meeting minutes as submitted.
CARRIED 7-0.**

V. Brief Public Comment

There was no public comment.

VI. Reports

September, 2017, AGS Building/Zoning Report

The written report indicated that there were six building/zoning permit actions, involving: a new home, a pole barn, and placement of four mobile homes in Mason Manor. There were three outstanding authorizations to enforce the Zoning Ordinance, relating to junk in a front yard (clean-up is proceeding), junk and junk vehicles on another parcel (letter sent by Township legal counsel), and a stop order issued for an improperly issued building permit.

VII. Pending Business

A. Zoning Ordinance Possible Amendments

Mr. Revore – had prepared draft language for amendments to Chapters 3, 14, 15, and 18.

SECTION 3.05: REGULATIONS APPLICABLE TO ALL SINGLE-FAMILY DWELLINGS

The Commission asked legal counsel to amend the draft language as follows:

- D. One-family dwelling units shall have a minimum width across the front elevation of twenty-four (24) feet and minimum dimensions along any side or rear elevation of no less than ~~sixteen (16)~~ TWENTY (20) feet and SHALL comply in all respects with the currently adopted Township building codes. If there are any ENCLOSED extensions or additions to the front of the dwelling, the minimum width of any such secondary front elevation shall be twelve (12) feet and shall also comply in all respects with the Township building codes.

SECTION 3.27: SOLAR ENERGY SYSTEMS

Section 3.27(C)(1) - Large Solar Energy Systems – amend to read as follows “...subject to the review and approval procedures of CHAPTER 14 AND Chapter 16 of this Ordinance.”

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

The Commission asked legal counsel to amend the draft language for Sec. 14.02 as follows:

- 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:

- i. All new business and industrial 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 DAILY DIRECTIONAL TRIPS TO THE PARCEL.

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

The Commission asked legal counsel to amend the draft language as follows:

Site Plan Requirements

- A SITE PLAN FOR A HOME OCCUPATION MAY BE PREPARED BY THE PROPERTY OWNER. ALL OTHER SITE PLANS SHALL CONTAIN THE seal, name, and firm address of the professional individual responsible for the preparation of the site plan.
- 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.
- Existing zoning and use of all properties abutting the subject property.
- All buildings, parking (ADD A COMMA) ~~and~~ driveways (ADD A COMMA) ~~within 100 feet of all property lines pavement width and right-of-way width of all roads, streets, railroads, and access easements within 100 feet of the subject property.~~

~~Narrative: Shown on the site plan or submitted separately, describing in general terms:~~

- 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.~~
- ~~Size and~~ Location of existing and proposed utilities, including any proposed connections to public; (DELETE THIS COMMA) or private ~~community~~ sewer ~~or~~ AND water supply systems.
- EXISTING AND proposed method of providing storm WATER STORAGE AND drainage.
- Property lines ~~and approximate~~ WITH dimensions, and required setbacks shown and dimensioned.
- ~~Existing adjacent streets and proposed streets.~~
- All existing and proposed drives (including dimensions and radii), acceleration/deceleration lanes, sidewalks, ~~signs, exterior lighting, outside storage areas (pursuant to Section 15.05)~~ 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).

- ~~Parking lots and access points.~~
- 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.
- Any 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.~~
- ~~Required setbacks shown and dimensioned.~~
- EXISTING AND PROPOSED USES, AND dimensions of all existing and proposed structures on the subject property.
- ~~Size and location of proposed and existing and proposed utilities, including any proposed connections to public 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) 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).~~
- ~~Pavement width and right-of-way width of all roads, streets, railroads, 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 REQUIRED screening (PURSUANT TO SECTION 15.05).
- Location and specifications for existing or proposed outside, above or below ground storage AREAS, INCLUDING STORAGE facilities for hazardous materials.
- All existing vegetation and the location, type, and size of all required landscaping, and the location, height and type of existing and 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.

**SECTION 15.05 (H) (1): UTILITY BUILDINGS, OUTDOOR EQUIPMENT,
OUTDOOR STORAGE AND WASTE RECEPTACLES**

The Commission asked legal counsel to amend the draft language as follows:

1. For utility buildings, stations, and/or substations, screening shall be provided consisting of a six (6) foot high wall, berm, or fence, except when all equipment is contained within a building or structure which is comparable in appearance to residential buildings in the surrounding area. ALL FENCING SHALL BE SUBJECT TO SECTION 3.10.

B. Set Hearings for Zoning Ordinance Amendments

**MOTION Cady, seconded by Minster, to schedule public hearings on proposed Zoning Ordinance amendments to chapters 3, 14, 15, and 18 during the regularly scheduled November 8, 2017, Planning Commission meeting.
CARRIED 7-0**

VIII. Any Other Business

No further business was discussed.

IX. Additional Public Comment

There was no public comment.

X. Adjournment

There being no further business, the meeting was adjourned at 9:37 p.m.

John Lazet, Secretary