

**West Branch Township Planning Commission
Regular Meeting
January 7th 2020**

Meeting opened by Chairman Bell at 7:00 pm with the Pledge of Allegiance.

PRESENT: Al Evans, Andrew Bak, Mark Dantzer, Mike Selinski, Scott Bell, Zoning Administrator Jeremy Hickmott.

MINUTES OF PREVIOUS MEETING (s): November 5th 2019 Motion by Dantzer and 2nd by Selinski, ALL YES ON ROLL CALL.

NEW BUSINESS:

Election of Officers : This topic was discussed and after reviewing the planning commission by-laws it was found that the Election of officers has already been taken care of and does not have to be voted on at the start of every year.

No Motions or vote was needed on this subject.

Proposed Grass Ordinance : The zoning administrator provided a sample ordinance for grass enforcement. This ordinance would replace the current section within the township blight ordinance and create a free-standing ordinance all its own. It was mentioned by the zoning administrator that this proposed ordinance would close up some gaps in the current grass portion of the blight ordinance by addressing things like vacant property in a developed area, industrial zones, and strengthening enforcement. The ordinance was handed out to all members and will be taken up at the next meeting in February or March.

No Motions were needed on this subject.

UNFINISHED BUSINESS:

Master Plan / Zoning Ordinance Changes : No changes were being proposed by anyone on the board as of right now the only thing that might need changed that was discussed by the board was changes to add municipal buildings to certain sections of the zoning ordinance. Scott Bell also provided the board with full copies of the Township Master Plan and also the Township zoning ordinance so every board member and the zoning administrator so everyone has the same copies to use for reference.

No Motions were needed on this subject.

Meeting Times : The board recommended that the Planning Commission times be switched to May through October meetings will be held at 7:00 PM and November through April meetings will be held at 6:00 PM. This recommendation will be presented to the township board at its next meeting on January 8th 2020.

Recommendation was sent to the Township Board for approval.

MEMBERS OF PUBLIC ATTENDING:

Al Evans, Andrew Bak, Mark Dantzer, Mike Selinski, Scott Bell, Jeremy Hickmott - zoning administrator.

PUBLIC COMMENTS: NONE

Motion by Bell, Seconded by Selinski to adjourn the meeting. Motion carried unanimously.

Meeting adjourned at 7:31 PM

Approval Date

Jeremy R. Hickmott , Planning Commission Clerk

**West Branch Township Planning Commission
Regular Meeting
February 4th 2020**

Meeting opened by Chairman Bell at 6:00 pm with the Pledge of Allegiance.

PRESENT: Andrew Bak, Mark Dantzer, Mike Selinski, Scott Bell, Al Evans, and Zoning Administrator Jeremy Hickmott.

MINUTES OF PREVIOUS MEETING (s): January 7th. Motion by Evans and 2nd by Dantzer, All Approved

NEW BUSINESS:

Site Plan Review Property ID. 065-014-029-003-31 State Police Building: Discussion by the planning commission, zoning administrator, and project owner Bruce Dietz was held about numerous issues with the project. The zoning administrator brought up several issues including the height of the radio antenna, landscaping or lack there of around the property, the number of drives along fox run, sign location near the road and its height, the size of the parking lots, and other issues regarding fencing and buffers as well. The board also discussed other things like a possible path on the Fox Run side of the project as well.

Motion to Approve by Selinski 2nd by Evans ALL YES ON THE ROLL CALL with contingencies which are listed below

- Additional landscaping to include a buffer around the generator, landscaping along the M-55 facing front of the building, and four additional trees around the property.
- Capping the height of the radio antenna at no more than 40 feet in height.
- Making sure that the new sign is at least 10 feet in from all property lines.

Recommendation Regarding Grass Ordinance: The board did have a few questions on enforcement of the ordinance including who the actual enforcement officer is and the zoning administrator stated that he is also the township ordinance enforcement officer. There was also some discussion about hiring a designated contractor for the ordinance.

Motion to approve the ordinance as written by Dantzer 2nd by Selinski ALL YES.

Update on O'Reilly Project Curb and gutter / Extension: Information was presented by the zoning administrator about the updates with the project. It was requested by the zoning administrator to O'Reilly that curb and gutter be added to the project that way it better fits into the overall area as several other businesses that surround this project also have curb and gutter in place. O'Reilly's agreed to this and submitted site plans showing the changes. Also information was given to the board on a possible extension of the special use / site plan review for this project as it maybe needed in May 2020.

No Motions were needed on this Subject.

Non - Motorized Path Ordinance: Discussion was had between the zoning administrator and the board about the need for a non-motorized path along the pedestrian walk area long the business loop. The issue was brought to the zoning administrator and chairman Bell's attention

at the last joint DDA meeting in Ogemaw township. It was mentioned that while there has not been any issues within West Branch Township we may want to consider adopting this in an effort to prevent it from becoming an issue in the future or potentially with ORV / ATV riders if they increase in the area. This issue and possible ordinance will continue to be looked at for possible development in the future.

No Motions were needed on this Subject.

UNFINISHED BUSINESS:

NONE.

MEMBERS OF PUBLIC ATTENDING:

Andrew Bak, Mark Dantzer, Mike Selinski, Scott Bell, Al Evans, and Zoning Administrator
Jeremy Hickmott

PUBLIC COMMENTS: NONE

Motion by Bell, Seconded by Evans to adjourn the meeting. Motion carried unanimously.

Meeting adjourned at 6:55 PM

Approval Date

Jeremy R. Hickmott , Planning Commission Clerk

**West Branch Township Planning Commission
Teleconference Regular Meeting
May 12th 2020**

Meeting opened by Chairman Bell at 7:02 pm with the Pledge of Allegiance.

PRESENT ON TELECONFERENCE: Andrew Bak, Mark Dantzer, Mike Selinski, Scott Bell, and Zoning Administrator Jeremy Hickmott. Al Evans Absent from Meeting

MINUTES OF PREVIOUS MEETING (s): February 4th 2020. Motion by Selinski and 2nd by Bak, All yes on Roll call Evans absent - Approved.

NEW BUSINESS:

Special Use Permit for 1958 Mildred Drive (Group Day Care): Discussion was had about the proposed daycare to be located in a residential home near the end of the street. Information was presented in the packets to the planning commission members regarding information presented from the neighborhood association about business in the association. There was also further discussion about the amount of additional traffic there will be on a private road that is over 20+ years old. Also the applicant for the special use permit was not present on the teleconference call.

Motion to table the application until the applicant gets written approval from the neighborhood association for the daycare in the neighborhood and then would need to come back to the planning commission for approval by Selinski 2nd by Bell ALL YES ON THE ROLL CALL with Evans being absent.

Special Use Permit for 2266 M-76 (change of use): Discussion was had about what the business would be and the zoning administrator provide that it would be a mixed retail business which included things like some clothing for sale. Also there was questions about the parking and the zoning administrator stated that there is enough room for parking. Selinski did mention about Handicapped parking spots and if it was marked. Zoning administrator said that it is not marked with signs or stripes to designate spot.

Motion from Bell and 2nd by Selinski to approve the special use with the following contingencies - that stripes and a sign be placed to designate the Handicapped parking space. ALL YES ON ROLL CALL with Evans being Absent.

Update on O'Reilly Project Extension: O'Reilly did provide information to the planning commission requesting an extension of their current Special Use Permit for an additional year. The information provided by O'Reilly did lay out a time line for starting the project but also mentioned that due to COVID-19 issues it may be changed. So the request was for a 1 year extension of the current permit.

Motion by Bak and 2nd by Bell for a 1 year extension of the existing permit. ALL YES ON ROLL CALL with Evans absent.

UNFINISHED BUSINESS:

NONE.

MEMBERS OF PUBLIC ATTENDING:

Ryan Veeder - Township Clerk

PUBLIC COMMENTS: Scott Bell did provide information regarding the potential that Tim most owner of property on cook road may again attempt to work on making something work in regards to Tiny Homes for his property. There was also some discussion among the board about other communities Tiny Home ordinances and what they are doing to try and accommodate projects like what Mr. Yost has an idea for.

Motion by Bell, 2nd by Selinski to adjourn the meeting. Motion carried unanimously with Evans absent.

Teleconference Meeting adjourned at 7:35 PM

Approval Date

Jeremy R. Hickmott , Planning Commission Clerk

**West Branch Township Planning Commission
Teleconference Regular Meeting
August 11th 2020**

Meeting opened by Chairman Bell at 7:00 pm with the Pledge of Allegiance.

PRESENT AT MEETING : Andrew Bak, Mark Dantzer, Mike Selinski, Scott Bell, Al Evans and Zoning Administrator Jeremy Hickmott.

MINUTES OF PREVIOUS MEETING (s): May 12th 2020. Motion by Selinski and 2nd by Dantzer, All yes on Roll call - Approved.

NEW BUSINESS:

Open Discussion regarding Marijuana: Discussion was had about the possibility of adding Marijuana businesses into the township. Chairman Bell provided information regarding his experiences with dealing with these types of businesses in other areas and also about other area ordinances. Open discussion was held regarding where possible locations could be and strict regulations regarding types of buildings and locations. It was mentioned by the board that the township has opted out and that would need to be reversed.
NO MOTION WERE NEEDED ON ANY OF THE DISCUSSION.

Open Discussion regarding temp outdoor Seating: The board discussed and was provided with a good bit of information regarding seating by the zoning administrator. The board also mentioned that typically outdoor seating is addressed and looked at in the Special Use Permitting process like that at Culver's and Tim Hortons.
NO MOTIONS WERE NEEDED ON ANY OF THE DISCUSSION.

Update on O'Reilly Project Extension: O'Reilly did provide information to the planning commission requesting an extension of their current Special Use Permit for an additional year. The information provided by O'Reilly did lay out a time line for starting the project but also mentioned that due to COVID-19 issues it may be changed. So the request was for a 1 year extension of the current permit.

UNFINISHED BUSINESS:

Special Use Permit 1958 Mildred Drive: Information was provided from the neighborhood association along Mildred and they provided information that business are not allowed under regulations in the P.O.A. There was more information about the private roads condition and how additional traffic would hurt an already damaged road. Motion by Selinski / 2nd by Bak to DENY the Special Use Permit - ALL YESS ON ROLL CALL

MEMBERS OF PUBLIC ATTENDING: Correspondence provided from Denny Turrow regarding election signs and the ordinance regarding election signs.

PUBLIC COMMENTS: Scott Bell did provide information regarding Tiny homes and gave the board information from Cheboygan County. Al Evans also had questions regarding services and utilities to the tiny homes.
Discussion was also had among the board and the zoning administrator regarding traffic issues and parking issues on the Business loop area particularly with Culver's. Zoning administrator Hickmott brought up that it was an oversight by himself and the planning commission as well that NO camper / trailer parking was added or planned for with Culver's. In the future with the

increase in traffic and also increased use of campers that we need got plan for camper and trailer parking in future projects.

Motion by Bell, 2nd by Selinski to adjourn the meeting. Motion carried unanimously

Teleconference Meeting adjourned at 7:38 PM

Approval Date

Jeremy R. Hickmott , Planning Commission Clerk

**West Branch Township Planning Commission
Teleconference Regular Meeting
October 6th 2020**

Meeting opened by Chairman Bell at 7:00 pm with the Pledge of Allegiance.

PRESENT AT MEETING : Andrew Bak, Mark Dantzer, Mike Selinski, Scott Bell, and Zoning Administrator Jeremy Hickmott. Al Evans Absent

MINUTES OF PREVIOUS MEETING (s): August 11th 2020. Motion by Dantzer and 2nd by Selinski, All yes on Roll call - Approved Evans Absent.

NEW BUSINESS:

Review of DDA Infrastructure Project: Chairman Bell presented the Planning commission with information regarding the overall project and how the DDA had to make decisions regarding the project because of fiscal concerns with the bids coming in over original estimates. It was also mentioned that the DDA has chosen to complete the M-55 project in full and temporarily scrap the Cook road project until financing issues can be worked out with the DDA. Motion by Dantzer and 2nd by Selinski to approve of and also support the infrastructure project.

Minor Site Plan Review: A minor site plan review was done regarding the Badder and Sons property located at 2083 West M-55 for adding an additional accessory structure to the property. JB'S Contracting was present and gave an overview of the project including color, size, and parking details. chairman Bell and Dantzer brought up questions regarding parking on the site and also questions were asked about the use of the building as well.

Update on O'Reilly Project Extension: O'Reilly did provide information to the planning commission requesting an extension of their current Special Use Permit for an additional year. The information provided by O'Reilly did lay out a time line for starting the project but also mentioned that due to COVID-19 issues it may be changed. So the request was for a 1 year extension of the current permit. Motion by Selinski and 2nd by Bak to approved the site plan as presented. ALL YES ON ROLL CALL Evans absent.

UNFINISHED BUSINESS:

Tiny Homes - was suggested by the planning commission that this be removed from future agendas as there has not been any new information regarding this in the township and no new interest either.

MEMBERS OF PUBLIC ATTENDING: JBS Contracting.

Zoning Administrator Reports: The zoning administrator reported that there has been a few permits pulled for the month and also there has been an issue increasing out at the Peach Lake area regarding ownership of Easement alleys and who the technical owner is of the property.

PUBLIC COMMENTS: Bak did ask for a bit of information about marijuana and the process of what it would take for it to become available in the township including how the opt-out reversal would work.

Motion by Dantzer, 2nd by Selinski to adjourn the meeting. Motion carried unanimously

To adjourn the Meeting which was adjourned at 7:35 PM

Approval Date

Jeremy R. Hickmott , Planning Commission Clerk