AGENDA

I Call to Order and Attendance

II Minutes of June 7, 2018

III Cases

CASES FROM PREVIOUS MEETINGS

1. PSUP18-005 Blissfest Music Organization, SPECIAL USE PERMIT, Campground and parking (3-days per year), 3115 Division Rd, Section 12, Readmond Township

2. PPTEXT18-001 Emmet County Planning Commission, Text Amendment, Accessory Uses to a Farm Operation

3. PPTEXT18-002 Emmet County Planning Commission, Text Amendment, Farm Labor Housing

NEW CASES

4. PSPR18-006 Bob Drost for Drost Family LLC, SITE PLAN REVIEW - Amendment/CHANGE OF USE, 2010 River Rd, Section 17, Bear Creek Township

5. PSPR18-007 Jacquelyn Hall, SITE PLAN REVIEW - Amendment, 2020 Fochtman Industrial Pk Dr, Section 26, Bear Creek Township

6. PSPR18-008 David McBride, SITE PLAN REVIEW – Amendment, 2125 Harbor-Petoskey Road, Section 27, Bear Creek Township

IV Public Comments

V Other Business

   1. Enforcement Report
   2. Accessory buildings – Text Review
   3. Wineries
   4. Bear Creek Township Access Management Plan

VI Adjournment
I Call to Order and Attendance
Chairman Eby called the meeting to order at 7:30 p.m. All members were present except MacInnis.

II Minutes of May 3, 2018
Scheel made a motion, seconded by Alexander, to approve the minutes of the May 3, 2018 meeting as presented. The motion passed unanimously by voice vote of the members present.

III Cases

1. Case PSPR 17-015 Wayne Blomberg for Ryde Marine, SITE PLAN REVIEW-Amendment, 7433 Keystone Park Dr., Section 11, Littlefield Township

Notice: A request by Wayne Blomberg for Ryde Marine for a site plan amendment at 7433 Keystone Park Dr, Section 11, Littlefield Township. The property is zoned I-1 Light Industrial and is tax parcel 24-07-11-127-116. The request is to allow outdoor storage per Article 14 and Section 26.43 of the Zoning Ordinance.

The applicant has requested that this case be heard on August 2, 2018.

2. Case PSUP18-003 Jason Smith, Special Use Permit-Contractor’s Use, Powers Rd, Section 17, Littlefield Township

Legal Notice: A request by Jason Smith on property currently owned by Griffin Family Trust for a contractor’s use on Powers Road, Section 17, Littlefield Township. The property is zoned FF-1 Farm and Forest and is tax parcel 24-07-17-100-048. The request is to construct a pole building to be used as a contractor’s storage for landscaping & snow removal business. The request is per Articles 8, 21, and Section 26.32 of the Emmet County Zoning Ordinance.

The applicant has withdrawn this case.

3. Case PPUDF18-01 Robert Drost, FINAL PUD, & SITE PLAN REVIEW, 2157 Howard Rd, Section 17, Bear Creek Township

Legal Notice: A two-part request from Robert Drost for 1) amendment to the Preliminary Planned Unit Development (PUD) and 2) a Final PUD and Site Plan Review for 2157 Howard Road and an adjacent vacant parcel both located within Section 17 of Bear Creek Township. The property is zoned Planned Unit Development and includes tax parcels 24-01-19-17-100-019 and 100-005. The permitted uses include FF-1 Farm and Forest Principal and Special Land Uses, Storage Uses and Multiple Family Uses; the proposed uses are Storage on parcel 100-019 and Forest Product Processing on 100-005. Review is per Articles 8, 17, 20, 21, and 26 of the Zoning Ordinance.

Packet Items: Request & location map, 5/23/18 Zoning evaluation, 5/23/18 plan, Bear Creek Twp minutes
Doernenburg noted that this site has been reviewed over the past several months. The final plan was turned in 5/24/18. This board has approved Phase 1. Phases 2-5 complete the review which includes the remaining storage units for the development. The final plan includes the landscape plan and drainage plan (which has been updated). New photos of the site were shown. Trees have been added at the River Road site access location. The log chipping was completed last week. The buildings are 16’ high to the eaves. Screening has been added adjacent to the wetland area and the greenbelt area on the south side of the property was added to the site plan. Bear Creek Township has recommended approval.

Robert Drost, applicant, showed the board a sample of the final product after the log chipping. He stated that a full years’ worth of logs was able to be chipped within three days. All of it has been sold and he thanked the board for the approval of the past phases.

Doernenburg stated that she and Denny Keiser, Township Supervisor, stood at the site when the chipping was going on and was pleasantly surprised at how quiet it was during the process. There was a complaint about dust but she stated that after investigation she doesn’t feel that the chipping was the cause. Urman stated that he was there during the chipping and heard very minimal noise and thinks the final product looks nice. He stated that the applicant has agreed to put up a security fence along the southern boundary and across the back side of the stockpiles at the River Road property as was discussed in Phase 1.

There was no public comment on this case.

Scheel made a motion to approve PPUDF18-01, Robert Drost for a Final Planned Unit Development on properties located at 2157 Howard Road and a vacant lot fronting River Road in Section 17, Bear Creek Township, tax parcels 24-01-19-100-005 & 019, as shown on the Proposed PUD Plan dated Received May 24 2018 because the standards for the proposal are consistent with the Preliminary PUD and Bear Creek Township has recommended approval. Approval includes all conditions as shown on the draft PUD Agreement dated May 4, 2018 (updated to May 24, 2018). Hours of operation for the entire site are to be no more than Monday through Friday 8AM-5PM except that there may be limited access to the Howard Road site via the secure gate entry, deed restrictions for the Howard Road property/storage buildings must be reviewed by the Zoning Administrator prior occupancy of any buildings, the gate and Howard Road landscaping/screening must be done at the same time as the first storage building is built. The motion was supported by Neal and passed on the following roll-call vote: Yes: Eby, Neal, Drier, Scott, Scheel, Laughbaum, Urman, Alexander. No: None. Absent: MacInnis.

4. Case PSUP18-004 Blissfest Music Organization, Special Use Permit-Campground & parking (3days/year), 3510 Division Rd, Section 1, Cross Village Township

Legal notice: A request by Blissfest Music Organization for a Special Use Permit for a temporary campground with parking on property located at 3115 Division Road, Section 12, Readmond Township. The camping/parking would be limited to three days corresponding with the time frame of the Annual Blissfest Festival event, and under the same conditions as the consent judgment. The site, zoned FF-2 Farm and Forest, is tax parcel number 24-12-08-12-200-002. The request is per Section 8.01 and 26.29 and Article 21 of the Zoning Ordinance.

Packet Items: request & location map, application, 5/8/18 email from HD, impact statement, site plan review checklist, consent judgment, 5/24/18 zoning evaluation, 5/7/18 site plan, 5/7/18 aerial, 5/7/18 soil map with area overlays, Township minutes, Blissfest response to Myers, Email from Craig Rapin, Email from Mary Rapin

This request is for a recreation area for a non-profit and includes parking area and camping area. The site is located on the north side of Division Road and is opposite the Blissfest site that is subject to a
consent judgement. The aerial was shown which shows an existing house on the parcel. The request is to allow for camping and parking as shown on the revised plan consistent with the consent judgement. This would be for three days per year. The Cross Village Board recommended approval. The house access was pointed out. The Road Commission has approved the access at a different location shown on the site plan on the condition that if Division Road is ever improved, that the access will be brought up to commercial standards. An aerial with all of the Blissfest properties and uses was shown. This case is specifically for parcel #3 on this aerial. It is zoned FF-2 and is 2.5 acres. The proposed uses are overflow camping and parking. The site plan shows 26 drive-in sites, 5 walk-in sites, and 35 grass parking spaces. DEQ permits will be required for campground. The Fire Department sent in their recommendations. The Health Department has conceptually approved the plan. Photos of the site were shown. Doernenburg noted that she has spoken with the engineer on this project and they are planning to work with the Fire Chief to address his concerns/recommendations.

Jim Gillespie, Blissfest, stated that this area is across from the musicians camping area and would primarily be used by artists and staff. They are consulting with their engineer to work with the Fire Department. The Road Commission and Health Department have both approved their plan for a temporary campground for three days.

Gene Reck, Cross Village Township Supervisor, stated that there was considerable discussion at their township meeting with lots of questioning. There were three positive letters and one negative letter that they were sent. Those at the meeting were positive. The one person that was concerned was concerned about the long term of Blissfest; where it is going. There was a long discussion on this and it was unanimously voted for by the Township Board.

Doernenburg stated that there were a number of letters from neighbors and interested individuals, both in support and opposed. She listed the names of all correspondence but mentioned that many didn’t say which case they were interested in specifically. All correspondence was provided in advance of this meeting or tonight.

There was no public comment on this case.

Toni Drier stated that she is on the Blissfest Committee and attended all three of the township meetings. There was much discussion and it was intense on both sides. She feels that the communities had a great discussion amongst themselves. The next case is a little more involved but the vote on this one was unanimous approval. They came to good understandings.

Laughbaum asked why the Fire Department is requesting a 75,000-pound road in a campground. Many roads in Michigan aren’t this high. Doernenburg stated that she has encouraged the engineer to work through the requirements of the Fire Department as we don’t enforce their requirements. We typically make our approvals contingent on their approval but they enforce it. Gillespie stated that he was concerned about having to do this as well as the improvement would be expensive and he can’t imagine the neighbors liking permanent commercial roads on the parcel. Laughbaum stated that he would be concerned about fire in the pine trees. He assumes that campfires are contained. Gillespie stated that they are and they do not allow any open fires or charcoal grills except for two that are monitored. The Fire Department is also on site during the festival. Urman asked about trash removal procedures. Gillespie stated that they have a robust recycling program that the Emmet County DPW helps manage. There are also three dumpsters and cans with bags in them throughout the grounds. Scheel asked if they pay for DPW services or if it is a County expense. Gillespie stated that it was a County expense in the past but this year they are paying for a portion of the service. He also noted that there are youth groups who take 50,000 returnable out per year.
Drier made a motion to approve Case #PSUP18-004, Special Use Permit for a private/non-profit Recreation Area to allow for camping and parking for three days in July during the annual Blissfest Special Event for parcel number 24-05-08-01-300-013, Section 1, Cross Village Township as shown on the Site Plan dated Received May 7 2018 and as identified in the document titled Impact Statement dated Received May 7 2018 because of the facts presented in the case, the proposal meets the standards of Section 8.01, Articles 21 and 20 – with the following conditions:

1) all outdoor lighting and signs must comply with the Zoning Ordinance standards and be detailed data sheets provided to the Zoning Administrator for review prior to installation,

2) all conditions of the amended Consent Judgment for the Blissfest Music Organization Annual Festival originally approved in 2002 and amended in 2013 are followed,

3) that the campground comply with all state and local laws and regulations,

4) that there be no outdoor public address system or outdoor amplified music on this site during the festival,

5) that noise from the property shall not cause a nuisance under the laws of Michigan or result in an unreasonable noise disturbance beyond the property lines,

6) that Emmet County Road Commission requirements be met,

7) that the Emmet County Fire Department requirements be met.

The motion was supported by Scheel and passed on the following roll-call vote: Yes: Eby, Neal, Drier, Scott, Scheel, Laughbaum, Urman, Alexander. No: None. Absent: MacInnis.

5. Case PSUP18-005 Blissfest Music Organization, Special Use Permit-Campground & parking (3days/year), 3115 Division Rd, Section 12, Readmond Township

Legal Notice: A request by Blissfest Music Organization for a Special Use Permit for a temporary campground with parking on property located at 3115 Division Road, Section 12, Readmond Township. The camping/parking would be limited to three days corresponding with the time frame of the Annual Blissfest Festival event, and under the same conditions as the consent judgment. The site, zoned FF-2 Farm and Forest, is tax parcel number 24-12-08-12-200-002. The request is per Section 8.01 and 26.29 and Article 21 of the Zoning Ordinance.

Packet Items: request & location map, application, 5/8/18 email from HD, impact statement, site plan review checklist, consent judgment, 5/24/18 zoning evaluation, 5/7/18 site plan, 5/7/18 aerial, 5/7/18 soil map with area overlays, Township minutes, Blissfest response to Myers, Email from Craig Rapin, Email from Mary Rapin

Doernenburg showed the location of this parcel which is a 40-acre parcel fronting on Division Road and Dzedzie Road. There is a barn and two out buildings on the property. This request is to add this parcel to the festival for three days and utilize property for overflow camping and parking. Readmond Township has reviewed the case but has asked that this be postponed for one month in order to give the applicant time to take into consideration the discussion held at the township and request to come back with a less intense site plan. The minutes of this meeting have been provided. Doernenburg stated that the request is to allow 145 drive in sites, 195 walk-in sites and 556 grass parking spaces. One additional access on Division Road is proposed and one driveway access exists. The Road Commission has the same conditions as they placed on the other parcel. The site plan and aerial views were shown. This would also be subject to the consent judgement and rules and need DEQ permits for the campground. The Health Department has given this parcel conceptual approval as well. The existing structures are to remain. Trees are to be planted along the roads per the site plan. The
Blissfest Review Committee met May 30th and will meet again on June 28th. They discussed increased traffic; management and patterns resulting in the proposed changes. They also discussed trespass issues. Photos of the site were shown.

Jim Gillespie, Blissfest, stated that when this was first proposed the intention was to share their vision for long term and maximum uses of the property. They currently do not need all of this as they have a 20 acre property that is leased for camping and parking. The reason for asking for the maximum development was that it was what he thought he was supposed to do. This provides them an option if ever the lease is not available to them. The current lease has two years left and they have a good relationship so they hope to maintain the lease further into the future. The initial intent for usage of this parcel is only for overflow when camping sites are close to capacity. Gillespie explained that more baby boomers are using RVs and also that they used to have 1000 Saturday-only tickets sold and are now down to about 500; most people are going for the three days. Their intention is to not have to use many of the sites on this plan. They did discuss scaling down the site plan with the Township and using only 25 of the 40 acres. This will be discussed at the Township level at their next meeting.

Jay Malott, Township Planning Commission representative, stated that the township elected to postpone because they didn’t have quite enough information to make a reasonable decision for the applicant or for the township. They are looking forward to clarity next month.

Eby opened the floor to public comment.

Anneke Myers, 3232 Division Road, stated that she had sent in a letter. The main concern in the community is about the size of the festival. The cap is 4,500 with an addition 500 on Saturday; why do they need to spread out further. It could be contained on the existing properties. They have put up a stage and some camping on the previous “Forests for the Future” site. Blissfest used to sell a weekend ticket and you purchased camping; now it is all one ticket which forces more people to camp because they are paying for it anyway. Some of this is a management decision. She questions whether the County has ever done any sort of an audit on ticket sales. She is told that there are 850 volunteers. The volunteers, performers, and children aren’t included in the maximum number of people. There is a lot of other property in the area and there is talk of them adding even more. This brings the festival further down the road past the pines which act as somewhat of an acoustic buffer.

Alexander asked Gillespie if this request is more of a contingency plan or an expansion. Gillespie stated that they looked into options to make sure that they are in control of their future. He hopes there will be a lease renewal but this would be part of a long-term strategic plan. They are also trying to relieve some congestion to make the event even more comfortable. It expands the space but not the numbers. Gillespie stated that he had responded to Myers’ letter of concern.

Scheel stated that it seems that there is a contradiction as the applicant has said that the parcel is to be used if the lease is not renewed but then also said that they already have congestion issues but that the numbers wouldn’t change; how does it not change the numbers? Gillespie stated that the paid attendance numbers don’t change but the amount of people camping instead of daily visitors has changed. This has somewhat changed the dynamics. Right now he stated that he doesn’t see a need for the maximum use of this proposal in the foreseeable future but would reconsider if the lease wasn’t renewed.

Eby stated that what we are looking at tonight may not be what we are looking at a month from now.

Scheel stated that larger RVs were mentioned but these spaces on the site plan don’t seem to be prepped for larger vehicles. Gillespie showed where the pull through and extra-large sites are located on the site plan.
Laughbaum asked how they get to the event from the parking spaces on this parcel. Gillespie stated that there is an established trail for them to walk on, golf cart shuttles, and a 15-passenger van to the main stage area. They do not encourage walking on Division Road.

Gordon Kruskie, Readmond Township Supervisor, asked Drier if there was anything from their township Planning Commission meeting that she thought needed to be brought up since she was in attendance. Drier stated that the minutes cover everything that was discussed. They have asked for the same things that we are asking for here. Scheel asked Drier if there have been any other concerns brought up at the oversight committee that have been unaddressed. Drier stated that she would have said yes before the last three township meetings but there has been so much discussion and they are working with the residents that are directly impacted. Safety and security issues have been taken care of and have been much improved. She stated that if they do what they’ve said they’re going to do they will have addressed the issues.

This case was deferred until the next monthly meeting at the request of the township.

6. Case PSUP18-006 Thomas & Michelle Schlueter, Special Use Permit-Accessory building as a main use, Botsford Ln, Section 17, Springvale Township

Legal Notice: A request by Michelle Schlueter for a Special Use Permit for an accessory building as a main use to allow a 1,200 sq. ft. detached residential accessory building across the road from 10932 Botsford Ln, Section 36, Springvale Township. The property is zoned RR Recreational Residential and is tax parcel 24-14-17-36-101-025, but is Lot 51 in Supervisor John Roy’s Plat of Pickerel Lake Shores. The request is to allow a 30’x40’ residential accessory building per Sections 22.01 and 26.16 of the Zoning Ordinance.

Packet Items: Request & location map, application, impact statement, plat map, site plan review checklist, building use affidavit, 5/11/18 site plan, surrounding parcels setback info, Springvale Twp minutes, 5/23/18 Zoning evaluation, Haggard’s P&H letter

Doernenburg explained that this property is one tax parcel but encompasses two platted lots which were platted before zoning and are therefore non-conforming lots. The applicant provided the setbacks of the other buildings in the immediate vicinity. The site plan and aerial was shown. The proposal is to allow a detached accessory building to be built on the portion of the property across the street from the house which sits on the lakeside of the parcel. Setbacks will be met; due to the lot width eaves are allowed to go into the setback. The property is RR zoned and is approximately .37 acres. The maximum building size is 1,200sf which is what is proposed. There aren’t many trees on the property. An affidavit of use has been submitted but has not been recorded pending the outcome of this case. A front yard variance is currently requested and will be reviewed by the ZBA. Springvale Township has recommended approval of both cases.

Michelle Schluter, applicant, stated that this building is for personal storage only and will have no living quarters.

There was no public comment on this case.

Scott stated that he wasn’t at the township meeting but the vote was unanimous. Eby stated that this has been done on occasion in this area and also in the Devil’s Elbow area on back lots. Scott agreed and stated that he doesn’t think that it has ever not been approved. Scheel asked about the variance. Doernenburg stated that they are going to be going to the ZBA for a front yard setback variance on the water side parcel. Scott stated that this has no connection to this case.

Scott made a motion to approve Case #PSUP18-006, Michelle Schlueter for a Special Use Permit for
an Accessory Building as a Main Use on property located on the south side of Botsford Lane, Section 36, Springvale Township, tax parcel 24-14-17-36-101-025, as shown on the site plan dated May 11, 2018 because the standards for allowing an Accessory Building as a Main Use have been met, a residence could be constructed on the property in the future, Springvale Township recommended approval and on condition that the affidavit of use be filed with the Emmet County Register of Deeds before the Zoning Permit is issued. The motion was supported by Scheel and passed on the following roll-call vote: Yes: Eby, Neal, Drier, Scott, Scheel, Laughbaum, Urman, Alexander. No: None. Absent: MacInnis.

7. Case PSPR18-005 Northern Lights Venture, Site Plan Review-Amendment, Mobile Home Park expansion, 6760 South Prospect, Section 3, Littlefield Township

Notice: A request by The Windward Group, LLC for Northern Lights Ventures, LLC and The Village At Alanson LLC for Site Plan Review amendment for expansion of the mobile home park located at 6760 South Prospect, Section 3, Littlefield Township. The property is zoned R-2 General Residential and is tax parcel 24-07-17-03-300-004. The request is per Articles 5, 20 & 21 as applicable to the Mobile Home Park.

Packet Items: Request & location map, application, tax parcel map, 5/14/18 letter from Kuhn Rogers PLC, impact statement, site plan review checklist, Mobile Home Commission Act, 5/24/18 zoning evaluation, 5/14/18 site plan packet, Township minutes

Doernenburg explained that this is an existing mobile home park that was put in prior to zoning and was approved for an expansion in 1977 from 10 to 20 units. The property is approximately 7 acres in area and is zoned R-2. A mobile home park is a Special Land Use in this district, however the use itself has been approved. The current review is a Site Plan Review Amendment. The site plan was shown. There are two existing driveway accesses. MDOT review is not required. Mobile home parks are regulated by the Mobile Home Commission Act, PA 96 of 1987 which restricts a lot of local zoning authority. Civil Counsel has reviewed the case and draft motions. The proposal would double the dwelling units from 20 to 40 within the development and includes a mixture of modular units and single wide mobile homes. The setbacks are regulated by the public act and shows a 50’ front setback, which is greater than our requirements, and a 10’ side yard setback which is consistent with single family dwellings. The site plan does not show a dumpster although there is one located on the site which appears to be in the setback and is not screened. Lighting levels are regulated by the public act but the applicant agreed at the township meeting to shield both existing and new lights. The park is on a community well and is tied into the sewer system. There is no snow storage shown on the site plan.

Mark McKeller, attorney, stated that they agreed to the additional conditions at the township level. They also agreed to maintain the existing green space buffer between the non-motorized trail and the park and US-31 and the park. This limits removal of this space for anything other than safety or utilities. He noted that one of the trailers along the highway has been removed and the other has broken axles and will be taken care of.

Scheel asked if the new roads in the park will be paved. Urman asked if the paving will be done during this expansion phase. McKeller answered yes to both questions.

Neal asked about the lighting. If the Public Act regulates lighting how can we require shielding. Doernenburg stated that the Act is silent on shielding. The applicants have agreed to do this on their own. Neal asked if a revised site plan will be needed. The applicants agreed to provide a revised plan.

There was no public comment on this case.

Scheel made a motion to approve Case #PSPR18-005, The Windward Group LLC for Northern Lights Ventures LLC and The Village at Alanson LLC for Site Plan Review – amendment for an expansion of a mobile home park on property located at 6760 South Prospect, Section 3, Littlefield Township, tax
parcel 24-07-17-03-300-004, as shown on the site plan dated Received May 14, 2018 because the applicable standards of the Zoning Ordinance and/or PA 96 of 1987 Mobile Home Commission Act and its Administrative Rules have been met and on condition that any exterior lighting be fully-shielded, full cut-off, that the dumpster be screened and setback as required by the Zoning Ordinance, that snow storage area be identified on the plan and that the existing vegetation within the perimeter setback be retained to the greatest extent possible or replaced to partially screen from the road right-of-way and non-motorized trail. The township has recommended approval. The motion was supported by Scott and passed on the following roll-call vote: Yes: Eby, Neal, Drier, Scott, Scheel, Laughbaum, Urman, Alexander. No: None. Absent: MacInnis.

8. Case PPTEXT 18-001 Emmet County Planning Commission, Text Amendment-Accessory Uses to a Farm Operation

This is the first public hearing for this proposed text amendment. Doernenburg stated that all townships have been notified. Not all of them have had meetings to review the proposal. McKinley Township asked for clarification on what would happen if someone owns contiguous parcels. She noted that it could be looked at as a zoning lot. Littlefield Township has recommended approval. A letter of support from Vernales restaurant was received giving examples of how much a wedding could boost the local economy.

Eby opened the floor to public comment.

Kristi Schuil stated that she is disappointed that this is only being looked at on FF zoned properties. She feels that if you are able to meet the requirements put in place, it shouldn't matter which zoning district you are in.

Hearing no further public comment Eby closed the public hearing on this case. The case will be postponed until the next regular meeting to allow townships and public to comment on the proposed text amendments.

9. Case PPTEXT 18-002 Emmet County Planning Commission, Text Amendment-Farm Labor Housing

This is the first public hearing for this proposed text amendment. Doernenburg stated that all townships have been notified. Not all of them have had meetings to review the proposal. Littlefield Township and McKinley township have recommended approval. No public comments have been received.

Alexander asked if some townships just don't respond. Doernenburg stated that many haven't met yet to review.

There was no public comment on this case.

Eby closed the public hearing on this case. The case will be postponed until the next regular meeting to allow townships and public to comment on the proposed text amendments.

IV Public Comments: Kristi Schuil noted that she has heard this board often require dumpster screening. She stated that often screening looks worse than the dumpster sitting there. Urman explained that the new ordinance requires better screening to include masonry and gated fronts. Scheel stated that a lot may be dealt with through enforcement and aren't fixed right away.
V Other Business:

1. **Enforcement Report** - Distributed; no discussion.
2. **Accessory Buildings** - Doernenburg explained that the ZBA asked that the Planning Commission re-review the accessory building size standards and/or variance procedures. They have reviewed at least three requests recently for larger than allowed accessory buildings. When the Planning Commission reviewed them there used to be an ordinance section that would allow them to waive or modify ordinance standards if no good purpose could be shown for strict ordinance compliance. Since the ZBA variance procedure is very rigid, there isn't really any way to approve them as the ordinance reads now. Doernenburg is putting together a spreadsheet of approvals and comparisons for next month. Eby stated that he would very much like to see us look into this. Scott noted that a lot should have to do with parcel size. This will be discussed at next month's meeting.

3. **Wineries:** No new information or discussion. Doernenburg will distribute the most recent draft for next month.

**Discussion on Submittals:**

Scheel stated that there was a lot of supplemental information passed out for the meeting tonight but last month was much worse. He stated that it is starting to cause serious problems with last minute submittals. He would like to see a policy for a cut-off of submitting information to this board. He stated that he doesn’t feel that we are able to make a true, valid decision if we are getting information at the last second. Alexander stated that sometimes the last minute information can be pertinent and valuable. It is a double-edged sword. We should have as much as possible in advance but to put a deadline on it may hurt the review of the case. Scheel stated that he is talking more about applicant submittals rather than public comment. It is inappropriate to add work to staff and to this board. The townships sometimes do not get information until their meetings either. He doesn’t think a submittal deadline is asking too much. Alexander stated that if the information is truly pertinent the applicant could present it at the meeting. Eby stated that he cannot remember a time where we’ve made a bad decision by something coming in late. If there is too much to review, we tell them that a decision won’t be made until we have time to review the new information. What kind of parameters would we be able to put into place to prevent intentional slowing of a case review? Scheel stated that if that is the case, he will likely be asking for many cases to be postponed if he gets information the night of the meeting. Neal asked if a site plan is turned in for a review incomplete does the staff send it back? Doernenburg stated that unless it is an enforcement issue, if it is not complete or if it misses the submittal deadline it is sent back. The issue that is ran into and what happened last month is that the township had postponed a couple of things, the applicant had come in with revised plans 1.5 hours before the meeting and we then had new information based on the township requests. It is very difficult to get this all together especially with a full agenda. Laughbaum stated that he doesn’t want to cheat public input by placing a deadline on it. Scheel stated that this is mostly in regards to information that the applicant is turning in. There was some discussion on changing the legal notification letters to the neighbors to advise them of deadlines for comment. Doernenburg stated that she can scrutinize applications more thoroughly to ensure complete and accurate information before adding to the agenda.
VI Adjournment

There being no other business Eby called the meeting adjourned at 9:07 p.m.

______________________________________  __________________________
James Scott, Secretary                  Date
REQUEST

PSPR18-006

A request by Robert Drost for Drost Family LLC for Site Plan Review - Change in Use and expansion at 2010 River Road, Section 17, Bear Creek Township. The property is zoned I-1 Light Industrial and is tax parcel 24-01-19-17-100-002. The request is to allow an auto repair shop per Article 14 and Section 26.37. The review includes an addition of 600 sq. ft. to a 4,000 sq. ft. commercial building.

LOCATION
APPLICATION FOR ZONING ACTION
EMMET COUNTY OFFICE OF PLANNING, ZONING, AND CONSTRUCTION RESOURCES
3434 HARBOR-PETONKEY RD, SUITE E, HARBOR SPRINGS, MI 49740
PHONE: (231) 348-1735 FAX: (231) 439-8933 EMAIL: pcr@emmetcounty.org

DATE RECEIVED: 5-5-2018
FEE: $100.00

APPLICATION # 5-16-18
DATE PAID

PLEASE MAKE CHECKS PAYABLE TO: EMMET COUNTY

Applicant's Name: Drost Family LLC
Applicant's Address: 545 Bay Street Boyne City MI 49712
Applicant's Email Address: bobdrost@drostlandscape.com
Owner's Name: Robert A. Drost
Owner's Address: 545 Bay Street Boyne City MI 49712
Owner's Email Address: bobdrost@drostlandscape.com

JOB SITE LOCATION:
Township: Bear Creek
Address: 2010 River Road
Tax Parcel #: 24-01-19-17-100-002

ZONING REQUEST:
Planning Commission
- Special Use Permit
- Site Plan Review
- Planned Unit Development
- Zoning Map Change
- Zoning Text Change

REQUERED USE INFORMATION
- Ground floor area main building: 4600 Sq. Ft.
- Floor area accessory building: 5000 Sq. Ft.
- Lot/Parcel Size: 2.0737 Acres
- Site/Plot Plan required
- 2 full sized & 14 reduced sized (max 11"x17")

- Date Submitted
- Site Inventory
- Fire Dept Approval
- Wetlands Permit
- Road Commission
- MDOT Approval

Other:
- As owner/and or applicant representing the owner, do not authorize Emmet County (staff, appointed board, and/or commissioners, or committee members) to enter upon the subject property for purposes of making inspections related to the project or request identified in this application. If authorized, such inspections or site-walks shall be conducted at reasonable hours and times.

I certify that all the above information is accurate to the fullest knowledge:

Signature of Applicant: Drost Family LLC
Printed Name of Applicant: Robert A. Drost

* Required Signature of Property Owner
Printed Name of Property Owner: Robert A. Drost

Date: 6/5/18
## SITE PLAN REVIEW CHECKLIST

**Subject Property Address:** 2010 River Road Petoskey MI 49770  
**Subdivision and Lot Number (if Applicable):**  24-01-19-17-100-002  
**Tax Parcel Number:**  
**Township:** Bear Creek  
**Proposed Use of Property:** Mechanics garage  
**Proposed Number of Employees:** 3

### CHECKLIST

<table>
<thead>
<tr>
<th>Basic Map Information</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Proposed site location map (indicate sufficient area reference to locate site) May use plat map, Google map or other map to identify parcel</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Appropriate scale</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Date, North Arrow, Street Names (existing and proposed right-of-ways)</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Name, Address and Phone Number of person preparing plan</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Property line dimensions</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Basic Zoning Information

| 6 Zoning setback lines -Building (including the eave) Setbacks: Front 30 Side 10 Side - Rear/Water 20 | X | | | |
| 7 Distance between buildings (nearest point to nearest point) | X | | | |
| 8 Location of new buildings and general floor plan Dimensions of bldg(s) = 20' x 30' Total sq ft = 600  
Existing 51.5 x 80' Total = 4120 s/f  
Total = 4720 s/f | X | | | |
<p>| 9 Proposed building elevations (to scale) Max Height = 20' | X | | | |
| 10 All existing structures (labeled) within 100 feet of perimeter property lines | X | | | |
| 11 Multiple housing units -Number of units = composition (efficiency, one bedroom, two, three) | X | | | |
| 12 Surrounding zoning (properties immediate to subject site) | X | | | |
| 13 Lot coverage of proposed buildings = $720/5322 = 8.7%$ | X | | | |</p>
<table>
<thead>
<tr>
<th>Natural Features</th>
<th>yes</th>
<th>No</th>
<th>N/A</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boundaries of existing natural features (trees, lakes, ponds, streams, rock out-croppings, severe topography, wetlands, woodlands, etc.)</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has a wetland permit been applied for?</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Existing topography</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Soil analysis Is it in a Critical Dune Area?</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Site Inventory provided?</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are there scenic view considerations?</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drainage / Parking/ Roads</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Access drives, internal roads (note public or private) service roads. Width of Right-of-Way = 66'</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loading/unloading, service areas</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sidewalks, paths, and trails (internal and public within road right-of-ways).</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acceleration/deceleration lanes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Road agency approval?</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parking areas (dimensioned typical parking space, maneuvering lanes)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parking spaces required <em><em><strong><strong><strong>, parking spaces actual</strong></strong></strong></em>, Handicap parking location and number</em>______</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Required landscaping in parking areas</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Snow storage/snow management plan</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dumpster location, screening indication</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Existing easements (utility, access) within site limits</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Location of Water/well, Sewer/septic, and stormwater</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Site grading and drainage plan (on-site elevations for pavements, drives, roads, parking lots, curbs, sidewalks and finished grades at building facades) Attach a sealed Engineered Drainage Plan.</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proposed retention/detention sedimentation ponds</td>
<td></td>
<td></td>
<td></td>
<td>TBD</td>
</tr>
<tr>
<td>Other Site Requirements</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
<td>Comments</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------------------</td>
<td>-----</td>
<td>----</td>
<td>-----</td>
<td>----------</td>
</tr>
<tr>
<td>Proposed landscaping (required greenbelts, plant materials/size and type, fences, retaining walls, earthenberms, etc.)</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Location of outdoor lights, pole heights, bollards, building attached, luminary shielding techniques*</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Location of sign(s)*</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Site amenities (play area, pools, beaches, tennis courts, etc.)</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Impact Statement attached?</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Department approval?</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire hydrants and fire vehicle access.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Road Agency approval?</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health agency approval?</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Army Corps of Engineers approval?</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Michigan Department of Environmental Quality approval?</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Ssigns and lights will need to be approved by the Emmet County Sign and Lighting Committee.

ADDITIONAL COMMENTS:

Applicants Signature: [Signature]

Date: 6/5/18
IMPACT STATEMENT
FOR SITE PLAN REVIEW

APPLICANT'S
NAME: Drost Family, LLC
CASE#: PSR 18-001

PHONE NUMBER: 231-836-2204
DATE: 6/5/18

PROJECT TITLE: Drost Mechanic Garage

PROPERTY TAX ID: #01-19-17-100-002
TOWNSHIP: Bear Creek

DIRECTIONS TO APPLICANT
BELOW ARE THE REQUIREMENTS TO CONFORM TO SECTION 20.04, IMPACT STATEMENT, OF THE EMMET COUNTY ZONING ORDINANCE #151. THESE ITEMS MUST BE ADDRESSED AND SUBMITTED WITH THE SITE PLAN AT LEAST 24 DAYS PRIOR TO THE PLANNING COMMISSION MEETING IN ORDER TO BE PLACED ON THE FOLLOWING MONTH'S AGENDA. (REGULAR MEETING DATE IS THE FIRST THURSDAY OF THE MONTH.) ITEMS LISTED ARE MINIMUM REQUIREMENTS, AND ADDITIONAL INFORMATION MAY BE SUBMITTED TO DESCRIBE THE PROJECT IMPACT.

1. PROJECT DESCRIPTION
Give a description of the proposed development including: Site area, number of proposed lots and/or units, population density, other pertinent population data, vehicle traffic, and related.

Changing status from a Electrical Heating Contractor Shop to a mechanic garage for Drost Landscape.
2. EXPECTED DEMANDS ON COMMUNITY SERVICES
Explain what the impact will be on the following community services and describe how services will be provided (if applicable):

a. Sanitary Services  
   *None*

b. Domestic Water  
   *Private well on site*

c. Traffic Volumes  
   *Typical of a private mechanic garage, "Not for hire"*

d. Schools  
   *No*

e. Fire Protection  
   *See notes from the fire chief.

3. ENVIRONMENTAL IMPACTS
Include statements relative to the impact of the proposed development on (if applicable):

a. Soil Erosion  
   *Not within 500 feet of any body of water; also less than 1 acre of ground disturbed*

b. Storm Drainage  
   *TBD w/engineering*

c. Shoreline Protection  
   *N/A*

d. Wildlife  
   *N/A*

e. Air Pollution  
   *N/A*

f. Water Pollution  
   *N/A*

g. Noise  
   *N/A*
• Occupancy and Vacancy Sensors
• Outdoor Lighting - Wall Mount
• Outdoor Poles
• Parking Garage and Canopy
• Portables
• Post Top Lighting
• Recessed Commercial Downlighting
• Recessed General Purpose Downlighting
• Recessed Specification Downlighting
• Roadway Lighting
• Room Based Lighting Control
• Shoplights
• Sign Lighting
• Sports Lighting
• Step Lights
• Suspended Linear Direct/Indirect
• Track Lighting
• UL924 Emergency Control Solutions
• Wallbox Dimmers & Sensors

• Recently Viewed Items

XTOR Crosstour MAXX LED

The patented Lumark Crosstour™ MAXX LED wall pack series of luminaries provides low-profile architectural style with super bright, energy-efficient LEDs. The rugged die-cast aluminum construction, back box with secure lock hinges, stainless steel hardware along with a sealed and gasketed optical compartment make Crosstour impervious to contaminants. The Crosstour MAXX wall luminaire is ideal for wall/surface, inverted mount for facade/canopy illumination, perimeter and site lighting. Typical applications include pedestrian walkways, building entrances, multi-use facilities, industrial facilities, perimeter parking areas, storage facilities, institutions, schools, and loading docks.

Specification Sheets and Downloads
Product Story
Product Overview

WaveStream LED

- Markets

- Resources
  - Spec Sheet Locator
  - Product & Energy Locator
  - Legal
  - Calculators / Audit Tools
  - Photometric / IES
  - Revit / BIM
  - The Source
  - Hi-Res Images / Logos
  - Literature
  - Video Gallery
  - Press Releases
  - White Papers
  - Lighting Stories / Campaign

- Services and Software
  - Support
  - Programming Services
  - Project Management
  - Automated Services

- Electrical Sector - Eaton>Lighting>Products>Outdoor Lighting - Wall Mount> XTOR Crosstour MAXX LED

Search

- Products
- Architectural Lighting Control
- Area/Site Lighting
- Bollards
- Cove Lighting
- Exit and Emergency Lighting
- Floodlighting
- Highbay/Lowbay/Industrials
- Indoor Ceiling/Wall Mount Lighting
- Integration and Metering
- Landscape and Outdoor Lighting
- Lighting Control Panels
- Linear Lighting
- Modular Wiring System
- Modular Wiring System with DALI Control Components
- Multi-Lamp Lighting

Permit Issued To:
Drost Family, LLC.
545 Bay St
Boyne City, MI 49712
(231) 373-2985

Permitted Location:

<table>
<thead>
<tr>
<th>Address</th>
<th>Permit Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010 River Rd</td>
<td>E18-044</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>County</th>
<th>Permit Type:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emmet</td>
<td>Septic and Well Permit</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Township</th>
<th>Permit Issued For:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bear Creek</td>
<td>Conventional System</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subdivision</th>
<th>Replacement or Repair:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lot:</td>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tax ID #:</th>
<th>Residential/Non-Residential:</th>
</tr>
</thead>
<tbody>
<tr>
<td>24-01-19-17-100-002</td>
<td>Non-Residential</td>
</tr>
</tbody>
</table>

Design Criteria:

<table>
<thead>
<tr>
<th>Number of Bedrooms:</th>
<th>Soil Classification:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Gallons Per Day:</th>
<th>Seasonal High Water Table:</th>
</tr>
</thead>
</table>

System Design Specifications:

<table>
<thead>
<tr>
<th>Gallons</th>
<th>Proposed changes to permit must be approved prior to installation.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Septic Tank</td>
<td>Call our office at the number listed above if you have any questions regarding this permit.</td>
</tr>
<tr>
<td>Pump Chamber</td>
<td></td>
</tr>
<tr>
<td>1000</td>
<td></td>
</tr>
<tr>
<td>500</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Design Type</th>
<th>Absorption Area</th>
<th>Size of Pipe</th>
<th>Number of Trenches</th>
<th>Length of Trenches</th>
<th>Width of Trenches</th>
<th>Max. Depth of Trench Bottom</th>
<th>Pipe Spacing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trench</td>
<td>380 Sq. Ft.</td>
<td>4&quot;</td>
<td>3</td>
<td>40 Feet</td>
<td>3 Feet</td>
<td>24&quot;</td>
<td>7.5 Feet</td>
</tr>
</tbody>
</table>

Permit Requirements/Conditions:

SEPTIC:
1. Isolate all portions of the system a minimum of 75' from all water well(s).
2. It is strongly recommended that a sewage effluent filter be installed in the outlet baffle of the septic tank.
3. All riser lids must weigh a minimum of 59#/ to prevent unauthorized access to septic tanks and pump chambers.
4. Septic tank(s) and pump chamber should be low-profile, top-seam tanks, installed with seams above the watertable.
5. Replacement drainfield area is identified directly N of initial drainfield location. Drainfield replacement area should remain in a natural, undisturbed state, free of buildings, driveways, trees, etc.
6. Wastewater system must remain uncovered for final inspection and approval.
7. All electrical installations must receive approval from county electrical inspector. Electrical inspections required prior to final inspection of system.
8. Pump and alarm must be on separate circuits.
9. See attached design specifications for pump chamber installation.

WELL:
1. Owner responsible to obtain a safe bacteriological water sample prior to use. Sample bottles available at health department offices.
2. Well driller is required to submit a well record to the owner and the health department within 60 days of well completion.
3. Isolate the new well a minimum of 75' from any potential sources of contamination, including all portions of the septic system.

**SEE SPECIAL CONDITIONS**
Site Plan Drawing Attached or on Reverse Side

Share your experience with us by visiting www.nwhealth.org and completing a client satisfaction survey.
Well Approval Information and Water Sample Voucher

<table>
<thead>
<tr>
<th>Address:</th>
<th>2010 River Rd</th>
<th>Permit Number:</th>
<th>E16-044</th>
</tr>
</thead>
<tbody>
<tr>
<td>County:</td>
<td>Emmet</td>
<td>Permit Type:</td>
<td>Septic and Well Permit</td>
</tr>
<tr>
<td>Township:</td>
<td>Bear Creek</td>
<td>Section: 17</td>
<td>Permit Issued:</td>
</tr>
<tr>
<td>Tax ID #:</td>
<td>24-01-19-17-100-002</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Michigan Department of Environmental Quality (MDEQ) has established a well approval process for newly constructed private water wells. There are three elements that must be satisfied in order for a newly installed well to be considered approved:

1. Approval of the water well record and abandonment log (if applicable). All well and abandonment records when received from the well driller are reviewed by the Health Department for approval.

2. Safe Water Samples. As part of the well permit service, you are entitled to one Bacteriological and one Partial Chemical test through the Northern Michigan Regional Laboratory. Request forms, sample bottles, and mailing containers are available at any of our branch offices. *Samples must be to the lab within 30 hours of collection - ask about our free sample shipment program. Please bring this voucher when picking up your sample bottles.

3. An Approved Final Inspection. Health Departments are only required to conduct final inspections on 10% of permitted wells annually. If you would like to arrange for a final inspection of your well, contact our department after well completion.

4. For additional information regarding water wells, visit our website at www.nwhealth.org under Permits and Licenses and New Well, or you can call any of our branch offices to have literature sent directly to your home address.

Antrim Office
209 Portage Drive
Bellaire, MI 49621
231-533-8670

Charlevoix Office
220 West Garfield
Charlevoix, MI 49720
231-547-6520

Emmet Office
3434 Harbor-Petoskey Road
Harbor Springs, MI 49740
231-347-4014

Otsego Office
95 Livingston Blvd
Gaylord, MI 49735
989-732-1794
Sanitarian Signature

Sewage Treatment and Disposal Systems (STDS) - ONLY

Benchmark:
Location:
Elevation: ft.
Bottom of Stone Elevation: ft. (from established benchmark)

Maximum Burial: All septic tanks and pump chambers shall have a maximum burial depth of thirty-six (36) inches below finished grade. Maximum cover depth for soil absorption systems is eighteen (18) inches.

Risers and Lids: Risers are required where lid is greater than eighteen (18) inches below grade. All riser lids must be a minimum of fifty-nine (59) pounds (ASTM 1227 07-C).

Outlet Piping: Outlet Piping must be constructed of Schedule 40 PVC or SRD 35 ten (10) feet from the outlet of the septic tank.

Filter Fabric: Filter fabric is required for all soil absorption systems and must be non-woven with a weight between 1/2 oz. and 2.0 oz. per sq. yd.

FINAL INSPECTIONS AND APPROVALS (Section 4-15): "...The owner or owner's agent shall notify the Health Officer when the wastewater system is installed and the project is ready for inspection. Notification must be provided a minimum of two (2) working days prior to anticipated system completion and desired final inspection by the Health Officer..."

EH-120: 2/18
May 31, 2018

18-15104-B

APPLICANT: Robert Drost
2010 Cedar Valley Road
Petoskey MI 49770

RE: Proposed Commercial Driveway on River Road

The Emmet County Road Commission has reviewed the proposed commercial driveway on River Road. The proposed driveway meets location and sight distance requirements of the Road Commission. The proposed driveway is a commercial driveway and will require concrete curb and gutter and a hard surface, either asphalt or concrete. The driveway permit that is being issued for the proposed driveway must be constructed to the driveway design that has been approved by the Road Commission.

If you have any questions please call (231) 347-8142 or by email address above.

Sincerely,

EMMET COUNTY ROAD COMMISSION

James Godzik
Permit Technician
APPLICATION AND PERMIT TO CONSTRUCT, OPERATE, USE AND/OR MAINTAIN WITHIN THE RIGHT-OF-WAY OF; OR TO CLOSE, A COUNTY ROAD.

APPLICATION

An applicant is defined as an owner of property adjacent to the right-of-way, the property owner's authorized representative; or an authorized representative of a private or public utility who applies for a permit to construct, operate, use, and/or maintain a facility within the right-of-way for the purpose outlined within the application. A contractor who makes application on behalf of a property owner or utility must provide documentation of authority to apply for a permit.

APPLICANT

Name: Robert A. Drost
Address: 2010 Cedar Valley Road
Petersky Ml 49770
Phone No: 231-348-2624 Cell No: 231-838-2204
Fax No: 231-348-3852
Email Address: robertd@drostrlscapes.com

CONTRACTOR

Company: Same
Address:
Phone No: Cell No:
Fax No: Email Address:

Applicant/Contractor request a permit for the following work within the right-of-way of a county road:

Commercial driveway upgrade...It will need 24" culverts.

LOCATION: County Road River Road Between Click Rd And Howard/Standish
Township Bear Creek Section 17 134 W Side of Road N S E W Property ID 01-19-17-100-002

DATE: Work to begin on July 2018; Work to be completed by August 2018

I certify and acknowledge that (1) the information contained in this application is true and correct, (2) the commencement of the work described in this application shall constitute acceptance of the permit as issued, including all terms and conditions thereof, and (3) if this permit is for commercial or residential driveway work, I am the legal owner of the property that this driveway will serve, or I am the authorized representative.

Applicant's Signature: Robert A. Drost Date: 5/24/18

Contractor's Signature: Same Date:

PERMIT

The term "Permit Holder" in the terms and conditions set forth on the reverse side herof, refers to the applicant and the contractor, where applicable. By performing work under this permit, the Permit Holder acknowledges and agrees that this permit is subject to all the rules, regulations, terms and conditions set forth herein, including on the reverse side herof. Failure to comply with any of said rules, regulations, terms and conditions shall render this permit NULL AND VOID.

<table>
<thead>
<tr>
<th>REQUIREMENTS</th>
<th>FEE TYPE</th>
<th>AMOUNT</th>
<th>RECEIPT NO</th>
<th>DATE</th>
<th>Letter of Credit</th>
<th>$</th>
<th>Y</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Application Fee</td>
<td>$100-</td>
<td>17864</td>
<td>5-24-18</td>
<td></td>
<td>Y</td>
<td></td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>Permit Fee</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Inspection Fee</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bond</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Deposit</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>To Be Billed</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

OTHER REQUIREMENTS:

Do not use a Commercial Driveway Access
Commercial Driveway must meet all City Standards
A 24" wide steel culvert is required

Recommended For Issuance By:

Title: Date:

Approved By:

Title: Date: 5/31/18

Page 1 of 2
LOCATION INFORMATION & SKETCH
(Please provide as much information and detail as possible)

Property owner name: Robert A. Nast

Property identification number (tax number): 01-19-17-100-002.

Township: Bear Creek Section Number: 17

Road name: River Road Street address (if known): 2010 River Road

The driveway is between Click Road & Howard Rd / Standish St

(Road, Street, etc.)

feet N S E W of (nearest cross road)

SKETCH: Show property lines, existing and proposed driveway locations, distance between driveway and property lines, distance between driveways on the subject property, distance between the property line and the nearest cross road, north arrow, etc.

If the driveway is a NEW driveway, the location MUST be marked or staked. If you are filling out an online form, please scan and attach a drawing.

DO NOT WRITE BELOW THIS LINE. THIS SPACE IS FOR ROAD COMMISSION USE ONLY

SIGHT DISTANCE LEFT: _______ FT. RIGHT: _______ FT.

CULVERT REQUIRED?: _______ SIZE: _______ DIAMETER

EXISTING ROAD SURFACE TYPE: ________________________________

INVESTIGATED BY: ______________________ DATE: ___________
To: Bear Creek Planning Commission
From: Chief Al Welsheimer
Subject: Drost Maintenance Building Case# PPUD18-02
Date: May 7, 2018


1. Access road that would with stand at least 75000lbs IFC, Section D102
2. Waste oil and other class IIIB liquids shall be stored in approved tanks or containers IFC, 2311.2.2
3. Cleaning of part shall be conducted in listed and approved parts cleaning machines IFC, 2311.2.1
4. Show Drainage and disposal of liquids and oil soaked waste IFC, 2311.2.3
5. Provide information on storage and use of flammable and combustible liquids IFC, 2311.2
6. Portable fire extinguishers are to be provided IFC, 2311.6
7. Knox box key retention box IFC, 506.1

This review is based upon and limited to the information presented on the drawings and/or materials submitted. Matters not presented within the construction documents submitted, nor items not requested for review, which are required for the granting of permits, are assumed to be reviewed and inspected by others and not to be considered as part of this review unless herein specifically requested. The review does not release the contractor form compliance with the applicable codes.

Alfred L. Welsheimer
Fire Chief
ZONING EVALUATION FORM
Office of Planning and Zoning
Emmet County, MI

DATE: 06/20/2018  CASE #: PSPR18-006

APPLICANT: DROST FAMILY LLC

PROPERTY:  2010 RIVER RD

TOWNSHIP: BEAR CREEK

REQUEST: Site Plan Review – Amendment & Change of Use

FACTS:
- The property is zoned I-1 Light Industrial.
- The property is approximately 1.37 acres in area.
- The property was approved in 1981 for a 50’x80’ shop/storage building.
- The site is adjacent to an approved forest products processing facility in a PUD to the south, the former City of Petoskey landfill property to the west, and City of Petoskey park and wetland area across River Road (east).
- The proposal is to change the use to a mechanic garage and to add 600 sq. ft. of offices onto the front of the building.
- The proposed building meets the setback standards of the Zoning District (30’ front, 10’ sides, 20’ rear).
- The use is a Principal Use Permitted subject to standards of Section 26.37 (see below).
- Gravel surface is proposed for parking.
- Stone storage area proposed in north and south corners of property – screened by existing vegetation.
- Dumpster is proposed, screening proposed by existing vegetation – not as required by Zoning Ordinance. Applicant has been advised.
- One curb cut is proposed and has been approved by Emmet County Road Commission.
- Septic and Well permits have been issued by the Health Department.
- Fire Department review has been provided.
- Parking lot proposed to be gravel. Sealed drainage plan provided. Estimated cost of drainage system not provided.
- Parking standards are met – five parking spaces. No landscaping required, but landscaping provided on the site plan at the entrance.
- Ample snow storage area shown on plan.
- Outdoor lights proposed on the building only – full cut-off. Sign would need review according to Ordinance standards. Sign location appears to meet location and size standards (to be reviewed separately).
- Neighboring property owner to the south has requested hours of operation to be imposed at Monday through Friday 8AM-5PM.
ZONING ORDINANCE STANDARDS:

Section 20.05  Site Plan Review Standards

The Planning Commission shall approve, or approve with conditions, an application for a site plan only upon a finding that the proposed site plan complies with all applicable provisions of this Ordinance and the standards and considerations listed below unless the Planning Commission waives a particular standard upon a finding that the standard is not applicable to the proposed development under consideration and the waiver of that standard will not be significantly detrimental to surrounding property or to the intent of the Ordinance.

A. COMPLIANCE WITH DISTRICT REQUIREMENTS: The site plan shall comply with the district requirements for minimum floor space, height of building, lot size, yard space, density and all other requirements as set forth in the Zoning Ordinance, unless otherwise provided.  

This standard appears to be met.

B. VEHICULAR AND PEDESTRIAN CIRCULATION: Safe, convenient, uncontested, and well-defined vehicular and pedestrian circulation shall be provided for ingress/egress points and within the site. A pedestrian circulation system shall be provided and shall be as insulated as completely as reasonably possible from the vehicular circulation system. Drives, streets and other circulation routes shall be designed to promote safe and efficient traffic operations within the site and at ingress/egress points. The arrangement of public or common ways for vehicular and pedestrian circulation shall respect the pattern of existing or planned streets and pedestrian or bicycle pathways in the area. Streets and drives which are part of an existing or planned street pattern which serves the project area shall be capable of safely and effectively accommodating the traffic volume and pattern proposed by the project. Where possible, shared commercial access drives shall be encouraged.

1. Walkways from parking areas to building entrances

Concrete apron at accessible space, in front of entry door.

a. Internal pedestrian walkways shall be developed for persons who need access to the building(s) from internal parking areas. The walkways shall be located within the parking areas and shall be designed to provide access from these areas to the entrances of the building(s).

b. The walkways shall be designed to separate people from moving vehicles.

c. These walkways shall have a minimum width of five (5) feet with no car overhang or other obstruction.

d. The walkways must be designed in accordance with the Michigan Barrier Free Design Standards.
e. The walkways shall be distinguished from the parking and driving areas by use of any of the following materials: special pavers, bricks, raised elevation or scored concrete. Other materials may be used if they are appropriate to the overall design of the site and building and acceptable to the review authority.

C. EMERGENCY VEHICLE ACCESS: All buildings or groups of buildings shall be so arranged as to permit emergency vehicle access by some practical means to all sides. Plan submitted to Fire Chief for review – requirements address: access road, waste oil & other liquids, parts cleaning machines, drainage & disposal of liquids, information on products stored on-site, fire extinguishers, & Knox box.

D. LOADING AND STORAGE: All loading and unloading areas and outside storage areas which face or are visible from residential districts or public thoroughfares, shall be screened, by a vertical screen consisting of structural or plant materials of sufficient height to obscure the direct view from adjacent first floor elevations. The site plan shall provide for adequate storage space for the use therein. No "loading dock". Location of overhead doors at front of building.

E. SNOW STORAGE: Proper snow storage areas shall be provided so to not adversely affect neighboring properties, vehicular and pedestrian clear vision, and parking area capacity. Shown on plan.

F. BUFFERS: To provide reasonable visual and sound privacy, buffer techniques, screening, fences, walls, greenbelts, and landscaping may be required by the Planning Commission in pursuance of the objectives of this Section and/or as a condition of the establishment of the proposed use. No residential uses adjacent. Some screening exists on east, north, and west property lines.

G. DRAINAGE: Storm water drainage plans shall address flows onto the site from adjacent sites and roads, storm water impact on the site (soils, impervious surfaces, potential impervious surface, retention ponds, detention ponds, and related management facilities as appropriate), and the storm water outfall, or flow control into adjacent drainage courses, ditches and the like.

The drainage plan shall indicate the manner in which surface drainage is to be disposed of. This may require making use of the existing ditches, natural watercourses, or constructing tributaries, but shall not result in storm water that exits the detention pond and/or property site at an erosive velocity. Additional hard surfaces proposed for a site must provide for detention and/or retention. The minimum requirements for retention and detention facilities are as follows: For sandy sites the volume of retention and/or detention shall be equal to the volume of 1 and ½" of water depth multiplied by the area of additional hard surface. For all sites other than sand, the volume of the retention and/or detention shall be equal to the volume generated from 2" of water depth multiplied...
by the area of additional hard surface. Both detention and retention facilities must be designed to assure that water is released within 72 hours. Detention facilities are to have a pipe no larger than 4" exiting the ponds at a grade no greater than 1%.

All storm water drainage plans shall be sealed by a Michigan Registered Professional Civil Engineer. The Planning Commission may waive the requirement, defer the requirement, or determine that a fully engineered storm drainage plan is not necessary, or can be deferred to a future date. Improvement guarantees shall be required, unless waived by the Planning Commission, for all storm water drainage plans in the form and amount acceptable by the Planning Commission to guarantee completion of the project in accordance with the conditions of the zoning permit. The performance guarantee will be released upon final inspection and approval by the Zoning Administrator, and receipt of sealed as built plans for storm water drainage.

Storm water retention basins designed to keep a fixed pool of water shall include one or more of the following safety features: 1) safety ledge(s) at least (10) feet wide at the basin perimeter, 2) vegetation surrounding the basin to discourage wading, or 3) fencing to prevent unauthorized access to basin.

Sandy, for the purpose of this Section, shall be defined as soils that meet a percolation rate consistent with the Emmet County Sanitary Code of 0 to 15 minutes.

Sealed plan submitted. No estimated cost provided – applicant advised.

H. SPACES, RIGHTS-OF-WAY, EASEMENTS: Spaces, rights-of-way, easements, and related site plan elements needed to serve the proposed use or development for such services as fire protection, sanitary sewers, water supplies, solid waste, storm drainage systems, and related.

Overhead power lines shown on plan.

I. WASTE RECEPTACLES: Waste receptacle and enclosure requirements

Shown as screened with existing vegetation, but not screened as required below. Applicant has been advised.

1. Receptacles, including waste receptacles, waste compactors, and recycling bins shall be designed, constructed, and maintained according to the requirements of this Section.

2. Waste receptacles, including dumpsters or compactors, shall be required for all nonresidential uses unless interior facilities are provided. The requirement to provide a waste receptacle may be waived by the planning commission if the applicant provides documentation that the development will not necessitate a waste receptacle.

3. All outdoor waste receptacles shall be enclosed on three (3) sides and screened. The enclosure shall be constructed of brick or decorative concrete material, consistent with the building materials of the principal building.
4. The enclosure shall also include a gate, made of wood or other high quality material, as determined by the planning commission, on the fourth side. If the waste receptacle is a dumpster it must have an enclosing lid or cover.

5. The enclosure shall have a minimum height of six (6) feet or one (1) foot above the height of the waste receptacle, whichever is greater, but may not be less than four (4) feet in height.

6. Waste receptacles and enclosures shall be located in the rear yard, not closer than three (3) feet from the rear lot line, or non-required side yard, unless otherwise approved by the planning commission and shall be as far as practical, but in no case be less than twenty (20) feet, from any residential district. If practical, the back side of the waste receptacle enclosure should be placed against the building. In this circumstance the wall may act as one (1) side of the enclosure.

7. Waste receptacles shall be easily accessed by refuse vehicles without potential to damage automobiles parked in designated parking spaces or interfering with the normal movement of vehicles on or off the site.

J. MECHANICAL OR ELECTRICAL EQUIPMENT: Mechanical or electrical equipment requirements.

None shown.

1. Ground mounted mechanical or electrical equipment, such as blowers, ventilating fans, and air conditioning units are permitted only in side yards or in the rear yard.

2. Mechanical or electrical equipment shall be placed no closer than three (3) feet to any lot line.

3. Any ground, building, or roof mounted mechanical or electrical equipment or utilities, including water and gas meters, propane tanks, utility boxes, transformers, elevator housings, stairways, tanks, heating, ventilation and air conditioning equipment (HVAC), and other similar equipment, shall comply with the following standards:

a. All such equipment shall be screened by a solid wall, fence, landscaping, and/or architectural features that are compatible in appearance with the principal building.

b. Roof mounted equipment shall not exceed a height of ten (10) feet above the surrounding roof surface. All roof mounted mechanical units must be screened so they are not visible from ground level, even if not specifically addressed as part of site plan review.
Supplemental Regulations

Section 26.37
Major engine and body repair, steam cleaning and undercoating when conducted on the site shall be within a completely enclosed building. The storage of damaged or wrecked automobiles on the site shall be obscured from public view, and no vehicle of any kind shall be stored in the open for a period exceeding one (1) week. No outdoor repairs area shown on the plan. There is no space on the site for outdoor work. all parking spaces are required for the use. All work must be conducted indoors.

Draft Motions:

To approve Case #PSPR18-006, Robert Drost for Site Plan Review amendment and change of use for an office and auto repair facility on property located at 2010 River Road, Section 17, Bear Creek Township, tax parcel 24-01-19-17-100-002, as shown on the site plan dated June 5, 2018. Approval is because the standards of Articles 14, 19, 20, and Sections 22.00, 22.02, 22.03, 22.06, and 26.37 have been met, including the outdoor lighting and landscaping as proposed, and on condition that a performance guarantee in the amount of $XX be submitted prior to issuance of a zoning permit, the dumpster must be screened as required by the Zoning Ordinance, fire department, road commission, and health department standards be met and all repair work to be performed indoors, (other conditions or statement of facts may be inserted here).

To deny Case #PSPR18-006, Robert Drost for Site Plan Review amendment and change of use for an office and auto repair facility on property located at 2010 River Road, Section 17, Bear Creek Township, tax parcel 24-01-19-17-100-002, as shown on the site plan dated June 5, 2018 for the following reasons: (list reasons).
Hi, Tammy,

I would like to put in an official request for hours to be applied to both the Johnson property that Bob Drost purchased, and for the Howard road property. It would be nice if they could follow the same guidelines as the River Rd property - Monday - Friday, 8-5.

As you know, we've heard noise, dump trucks, etc. as early as 5:30am and as last night I was with neighbors and we heard loud noises for a while around 8pm. It’s very disruptive and has woken all of us (3 different households) bright and early in the morning. Even if it’s just loading equipment on a trailer, it is very loud.

And I’m happy to talk over the phone if you need anymore information. 231.357.5521

Thank you,
Andrea Fettig

On Wed, Jun 6, 2018 at 7:51 AM, Tammy Doernenburg <tdoernenburg@emmetcounty.org> wrote:

The Planning Commission will be reviewing a new application/site plan for that property at their July 5 meeting (June 27 for Bear Creek Township). You can email a request if you'd like and we'll include it in the packets the PC receives.

Tammy

******************************************************************************

Tammy Doernenburg

Director, Emmet County Planning & Zoning

3434 Harbor-Petoskey Rd, Suite E

Harbor Springs, MI 49740

231-439-8998 (direct line)

231-439-8933 (fax)

231-348-1735 (main office line)

www.emmetcounty.org
Ok, thank you. How would we go about putting in a request like that?

Andrea

On Jun 6, 2018, at 6:15 AM, Tammy Doernenburg <tdoernenburg@emmetcounty.org> wrote:

You could certainly request that there be hours established there. It may be difficult though since the property is zoned industrial.

On Wed, Jun 6, 2018 at 5:57 AM -0400, "Andrea Fettig" <andrea.lagerstrom@gmail.com> wrote:

Hi, Tammy,

Is there any way to request the M-F 8-5 operating hours for the Howard road and Johnson property too? I know Howard will be after storage units but I don’t believe currently is. There has been noise and work going on at one of those sites that woke Ryan and I up at 5:30 this morning.

Thank you,
Andrea
REQUEST

PSPR18-007

A request by Jacquelyn Hall for a Site Plan Review amendment at 2020 Fochtman Industrial Dr. in Section 26 of Bear Creek Township. The property is zoned I-1 Light Industrial and is tax parcel 24-01-16-26-275-103. The request is to construct an additional 40' x 120' storage building per Articles 4 and 20 of the Zoning Ordinance.

LOCATION
APPLICATION FOR ZONING ACTION
EMMET COUNTY OFFICE OF PLANNING, ZONING, AND CONSTRUCTION RESOURCES
3434 HARBOR-PETOSKEY RD, SUITE E, HARBOR SPRINGS, MI 49740
PHONE: (231) 348-1735 FAX: (231) 439-8933 EMAIL: pzc@emmetcounty.org

DATE RECEIVED JUN 1 1 2018
FEE $ 100.00
APPLICANT #
APPLICATION # PSCP 18-0007
DATE PAID JUN 1 1 2018
PLEASE MAKE CHECKS PAYABLE TO: EMMET COUNTY

Applicant’s Name: Jacqueline Hall
Phone: 231-487-0391

Applicant’s Address: 5040 Rosada St., Petoskey

Applicant’s Email Address: conwaystorageinc@gmail.com

Owner’s Name: 
Phone: 

Owner’s Address: 

Owner’s Email Address: 

JOB SITE LOCATION:
Township: Bear Creek
Tax Parcel #: 24-01-16-26-275-103
Address: 2200 Fotchman Industrial Drive

ZONING REQUEST:
Planning Commission:
Special Use Permit ☐
Site Plan Review ☒
Planned Unit Development ☐
Zoning Map Change ☐
Zoning Text Change ☐

REQUIRED USE INFORMATION
Ground floor area main building: 5,600+/- 4,800 Sq. Ft.
Floor Area accessory building: Sq. Ft.
Lot/Parcel Size: 1.13 Acres 49,358 Sq. Ft.
Site/Plot Plan required* 2 full sized & 14 reduced sized (max 11”x17”)
site plans required for Planning Commission cases.

Describe Request:
Construction of a new Storage building 40’x20’

*Please attach a site/plot plan to show; property dimensions; front, rear, and side yard setbacks; streets, roads, and all buildings on the lot.
Review Section 2405 of the Zoning Ordinance for Site Plan requirements.

Date Submitted: X 6-11-2018
Elevation Drawing
Engineered Drainage Plan ☒ 6-11-2018
Soil Erosion Permit ☐
Health Dept. Approval/ Sewer Taps ☐

Date Submitted: ☐ 6-11-2018
Site Inventory Fire Dept Approval ☐
Wetlands Permit ☐
Road Commission/ ☐
MDOT Approval ☐

Other:
As owner/and or applicant representing the owner, I do ☑ do not ☐ authorize Emmet County (staff, appointed board, and/or commissioners, or committee members) to enter upon the subject property for purposes of making inspections related to the project or request identified in this application. If authorized, such inspections or site-walks shall be conducted at reasonable hours and times.

I certify that all the above information is accurate to my fullest knowledge:

Signed: Jacqueline Hall
Printed Name of Applicant: Jacqueline Hall
Date: 6/11/18

*Required Signature of Property Owner
Printed Name of Property Owner: Jacqueline Hall
Date: 6/11/18
### SITE PLAN REVIEW CHECKLIST

**Case #:**

**Date Received:**

---

**Subject Property Address:** 2020 Fetchman Industrial Drive

**Subdivision and Lot Number (If Applicable):**

**Tax Parcel Number:** 24-01-16-76-275-103

**Township:** Bear Creek

**Proposed Use of Property:** Storage Building

**Proposed Number of Employees:**

---

#### CHECKLIST

<table>
<thead>
<tr>
<th>Basic Map Information</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Proposed site location map (indicate sufficient area reference to locate site) May use plat map, Google map or other map to identify parcel.</td>
<td>✔️</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Appropriate scale</td>
<td>✔️</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Date, North Arrow, Street Names (existing and proposed right-of-ways).</td>
<td>✔️</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Name, Address and Phone Number of person preparing plan</td>
<td>✔️</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Property line dimensions</td>
<td>✔️</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Basic Zoning Information

<p>| 6. Zoning setback lines -Building (including the eave) Setbacks: Front _5_0_6_0.Side _1_0.Side _1_0.Rear/Water _2_0 | ✔️ |     |     |          |
| 7. Distance between buildings (nearest point to nearest point) | ✔️ |     |     |          |
| 8. Location of new buildings and general floor plan Dimensions of bldg.(s) = 40 x 120. Total sq.ft. = 4,800 SF | ✔️ |     |     |          |
| 9. Proposed building elevations (to scale) Max. Height = 10 | ✔️ |     |     |          |
| 10. All existing structures (labeled) within 100 feet of perimeter property lines | ✔️ |     |     |          |
| 11. Multiple housing units - Number of units = ________, composition (efficiency, one bedroom, two, three) | ✔️ |     |     |          |
| 12. Surrounding zoning (properties immediate to subject site) | ✔️ |     |     |          |
| 13. Lot coverage of proposed buildings = 19% | ✔️ |     |     |          |</p>
<table>
<thead>
<tr>
<th>Natural Features</th>
<th>yes</th>
<th>No</th>
<th>N/A</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>14 Boundaries of existing natural features (trees, lakes, ponds, streams, rock</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>out-croppings, severe topography, wetlands, woodlands, etc.).</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15 Has a wetland permit been applied for?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16 Existing topography</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17 Soil analysis Is it in a Critical Dune Area?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18 Site Inventory provided?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19 Are there scenic view considerations?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Drainage / Parking/ Roads</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20 Access drives, internal roads (note public or private) service</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>roads: Width of Right-of-Way = 120</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21 Loading/unloading, service areas</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22 Sidewalks, paths, and trails (internal and public within road right-</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>of-ways).</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23 Acceleration/deceleration lanes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24 Road agency approval?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25 Parking areas (dimensioned typical parking space, maneuvering</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>lanes)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26 Parking spaces required______, parking spaces actual______ Handicap</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>parking location and number______</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27 Required landscaping in parking areas</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>28 Snow storage/snow management plan</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>29 Dumpster location, screening indication</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30 Existing easements (utility, access) within site limits</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31 Location of Water/well, Sewer/septic, and stormwater</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32 Site grading and drainage plan (on-site elevations for pavements,</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>drives, roads, parking lots, curbs, sidewalks and finished grades</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>at building facades) Attach a sealed Engineered Drainage Plan.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>33 Proposed retention/detention sedimentation ponds</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Site Requirements</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
<td>Comments</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------------------</td>
<td>-----</td>
<td>----</td>
<td>-----</td>
<td>----------</td>
</tr>
<tr>
<td>Proposed landscaping (required greenbelts, plant materials/size and type, fences, retaining walls, earthberms, etc.)</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Location of outdoor lights, pole heights, bollards, building attached, luminary shielding techniques*</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Location of sign(s)*</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Site amenities (play area, pools, beaches, tennis courts, etc.)</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Impact Statement attached?</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Department approval?</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire hydrants and fire vehicle access.</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Road Agency approval?</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health agency approval?</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Army Corps of Engineers approval?</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Michigan Department of Environmental Quality approval?</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Signs and lights will need to be approved by the Emmet County Sign and Lighting Committee.

ADDITIONAL COMMENTS:

Cost of Site drainage/retention area is $600.00

[Signature]  8/11/18
IMPACT STATEMENT
FOR SITE PLAN REVIEW

APPLICANT'S
NAME: Jacqueelyn Hall  
PHONE NUMBER: 231-487-6391  
PROJECT TITLE: Conway Storage  
PROPERTY TAX ID: # 24-01-16-26-275-103  
TOWNSHIP: Bear Creek

DIRECTIONS TO APPLICANT
BELOW ARE THE REQUIREMENTS TO CONFORM TO SECTION 20.04, IMPACT STATEMENT, OF THE EMMET COUNTY ZONING ORDINANCE #15.1. THESE ITEMS MUST BE ADDRESSED AND SUBMITTED WITH THE SITE PLAN AT LEAST 24 DAYS PRIOR TO THE PLANNING COMMISSION MEETING IN ORDER TO BE PLACED ON THE FOLLOWING MONTH'S AGENDA. (REGULAR MEETING DATE IS THE FIRST THURSDAY OF THE MONTH.) ITEMS LISTED ARE MINIMUM REQUIREMENTS, AND ADDITIONAL INFORMATION MAY BE SUBMITTED TO DESCRIBE THE PROJECT IMPACT.

1. PROJECT DESCRIPTION
Give a description of the proposed development including: Site area, number of proposed lots and/or units, population density, other pertinent population data, vehicle traffic, and related.

This project includes the construction of a second storage building. The building is 40' x 120' and will have 360 self storage units. The drive areas will be gravel. The storm water run-off will drain to the Northwest. A silt fence will be placed along the property lines during construction.
2. EXPECTED DEMANDS ON COMMUNITY SERVICES

Explain what the impact will be on the following community services and describe how services will be provided (if applicable):

<table>
<thead>
<tr>
<th>Service</th>
<th>Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Sanitary Services</td>
<td>None</td>
</tr>
<tr>
<td>b. Domestic Water</td>
<td>None</td>
</tr>
<tr>
<td>c. Traffic Volumes</td>
<td>Self storage will generate minimal traffic of 2-3 cars per day. The impact on local streets is cool.</td>
</tr>
<tr>
<td>d. Schools</td>
<td>None</td>
</tr>
<tr>
<td>e. Fire Protection</td>
<td>Minimal impact. The buildings have a 100% open perimeter to allow fire department access.</td>
</tr>
</tbody>
</table>

3. ENVIRONMENTAL IMPACTS

Include statements relative to the impact of the proposed development on (if applicable):

<table>
<thead>
<tr>
<th>Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Soil Erosion</td>
</tr>
<tr>
<td>b. Storm Drainage</td>
</tr>
<tr>
<td>c. Shoreline Protection</td>
</tr>
<tr>
<td>d. Wildlife</td>
</tr>
<tr>
<td>e. Air Pollution</td>
</tr>
<tr>
<td>f. Water Pollution</td>
</tr>
<tr>
<td>g. Noise</td>
</tr>
</tbody>
</table>
ZONING EVALUATION FORM
Office of Planning and Zoning
Emmet County, MI

DATE: 06/20/2018  CASE #: PSPR18-007

APPLICANT: JACQUELYN HALL

PROPERTY: 2020 FOCHTMAN INDUSTRIAL PK DR

TOWNSHIP: BEAR CREEK

REQUEST: SITE PLAN REVIEW - AMENDMENT - STORAGE BUILDING

FACTS:
- The property is zoned I-1 Light Industrial. Adjacent properties all zoned I-1.
- The property is approximately 1.13 acres in area.
- The property has 1 storage building recently completed.
- Site is located within an Industrial Park.
- The site is adjacent to an approved propane storage facility to the south; open space for the Hearthside Development to the east, vacant to the north, and commercial uses across the road to the west.
- The proposal is for a mini-storage building 40’x120’ (4,800 sq. ft.).
- The proposed building and driveways meet the setback standards of the Zoning District.
- The use of mini-storage is a Permitted* use in the I-1 zoning district. Supplemental standards apply.
- One curb cut is proposed and drive is in place. Driveway Permit has been issued by the Emmet County Road Commission.
- Parking proposed to be gravel. Drainage plan provided – not sealed by a Michigan Registered Professional Civil Engineer. Estimated cost of drainage system is $600.
- Parking spaces proposed to be provided in front of each unit. No allocated parking provided as noted on the plan.
- No Health Department approval required.
- Building meets height standard (9’6”).
- No dumpster proposed.
- Ample snow storage area shown on plan at rear of building.
- Outdoor lighting on building only. Fully shielded lighting proposed as on the existing building.
- Site Plan Review checklist indicates fire department approval received, not provided.
- Screening provided around perimeter of site and along road.
- Building is situated perpendicular to the road.

ZONING ORDINANCE STANDARDS:

SECTION 22.05 Site Plan Review Standards

The Planning Commission shall approve, or approve with conditions, an application for a site plan only upon a finding that the proposed site plan complies with all applicable provisions of this Ordinance and the standards and considerations listed below unless the Planning Commission另有规定。
Commission waives a particular standard upon a finding that the standard is not applicable to the proposed development under consideration and the waiver of that standard will not be significantly detrimental to surrounding property or to the intent of the Ordinance.

A. Compliance with District Requirements
   The site plan shall comply with the district requirements for minimum floor space, height of building, lot size, yard space, density and all other requirements as set forth in the Zoning Ordinance, unless otherwise provided.
   Building meets height, setback standards, and other dimensional standards.

B. Vehicular and Pedestrian Circulation
   Parking provided in front of each unit. No additional access provided for vehicles or pedestrians.

C. Emergency Vehicle Access
   All buildings or groups of buildings shall be so arranged as to permit emergency vehicle access by some practical means to all sides.
   Fire Department reviewed original plan – no communication received for additional building.

D. Loading and Storage
   All loading and unloading areas and outside storage areas which face or are visible from residential districts or public thoroughfares, shall be screened, by a vertical screen consisting of structural or plant materials of sufficient height to obscure the direct view from adjacent first floor elevations. The site plan shall provide for adequate storage space for the use therein. N/A

E. Snow Storage
   Proper snow storage areas shall be provided so to not adversely affect neighboring properties, vehicular and pedestrian clear vision, and parking area capacity.
   Shown at the rear of the building.

F. Buffers
   To provide reasonable visual and sound privacy, buffer techniques, screening, fences, walls, greenbelts, and landscaping may be required by the Planning Commission in pursuance of the objectives of this Section and/or as a condition of the establishment of the proposed use.
   Trees shown ("wooded area") around perimeter of site.

G. Drainage
   Storm water drainage plans shall address flows onto the site from adjacent sites and roads, storm water impact on the site (soils, impervious surfaces, potential impervious surface, retention ponds, detention ponds, and related management facilities as appropriate), and the storm water outfall, or flow control into adjacent drainage courses, ditches and the like.

   The drainage plan shall indicate the manner in which surface drainage is to be disposed of. This may require making use of the existing ditches, natural watercourses, or constructing tributaries, but shall not result in storm water that exits the detention pond and/or property site at an erosive velocity. Additional hard surfaces proposed for a site must provide for detention and/or retention. The minimum requirements for retention and detention facilities are as follows: For sandy sites the volume of retention and/or
detention shall be equal to the volume of 1 and ½" of water depth multiplied by the area of additional hard surface. For all sites other than sand, the volume of the retention and/or detention shall be equal to the volume generated from 2" of water depth multiplied by the area of additional hard surface. Both detention and retention facilities must be designed to assure that water is released within 72 hours. Detention facilities are to have a pipe no larger than 4" exiting the ponds at a grade no greater than 1%.

All storm water drainage plans shall be sealed by a Michigan Registered Professional Civil Engineer. The Planning Commission may waive the requirement, defer the requirement, or determine that a fully engineered storm drainage plan is not necessary, or can be deferred to a future date. Improvement guarantees shall be required, unless waived by the Planning Commission, for all storm water drainage plans in the form and amount acceptable by the Planning Commission to guarantee completion of the project in accordance with the conditions of the zoning permit. The performance guarantee will be released upon final inspection and approval by the Zoning Administrator, and receipt of sealed as built plans for storm water drainage.

Storm water retention basins designed to keep a fixed pool of water shall include one or more of the following safety features: 1) safety ledge(s) at least (10) feet wide at the basin perimeter, 2) vegetation surrounding the basin to discourage wading, or 3) fencing to prevent unauthorized access to basin.

Sandy, for the purpose of this Section, shall be defined as soils that meet a percolation rate consistent with the Emmet County Sanitary Code of 0 to 15 minutes. 

Calculations provided. Plan is sealed by a Licensed Architect. Estimated cost of drainage system $600. Same as previously approved plan.

H. Spaces, Rights-Of-Way, Easements

Spaces, rights-of-way, easements, and related site plan elements needed to serve the proposed use or development for such services as fire protection, sanitary sewers, water supplies, solid waste, storm drainage systems, and related.

Easement along the front of the property is 30 feet wide and there is no construction proposed within that area.

I. Waste Receptacles

Waste receptacle and enclosure requirements

None provided on the site plan.

J. Mechanical or Electrical Equipment

Mechanical or electrical equipment requirements.

None shown.

Section 26.43 Storage Uses (including Mini)

A. All proposed buildings nearest to the primary access road shall be site planned to be perpendicular to the road, or be positioned to the rear of other approved non-storage or non-warehouse buildings, or be setback at least three-hundred (300) feet from public road right-of-way lines.

Building is perpendicular to the road.

B. Intense, all season landscape screening, to effectively shield storage buildings from bordering public roads, per an approved Landscape Planting Plan which achieves screening upon installation.
of proposed plant materials. 
Screening from US-31 is provided. Screening proposed along public road.

Draft Motions:

To approve Case #PSPR18-007, Jacquelyn Hall for Site Plan Review - amendment for a second storage building at 2020 Fochtman Industrial Park Dr, Section 26, Bear Creek Township, tax parcel 24-01-16-26-275-103, as shown on the site plan dated Jun 11, 2018 because the standards of Sections 14.01 22.05, and 26.43 have been met. Approval is on condition that the exterior lighting be full-cut off/wall mounted only as shown on the plan, and a performance guarantee in the amount of $600 be submitted prior to issuance of a zoning permit, also, the Planning Commission waives the requirement for a Michigan Registered Professional Civil Engineer due to the soils and site conditions (other conditions or statement of facts may be inserted here).

To deny Case #PSPR18-007, Jacquelyn Hall for Site Plan Review - amendment for a second storage building at 2020 Fochtman Industrial Park Dr, Section 26, Bear Creek Township, tax parcel 24-01-16-26-275-103, as shown on the site plan dated Jun 11, 2018 for the following reasons: (list reasons).

To postpone Case #PSPR18-007, Jacquelyn Hall for Site Plan Review - amendment for a second storage building at 2020 Fochtman Industrial Park Dr, Section 26, Bear Creek Township, tax parcel 24-01-16-26-275-103, as shown on the site plan dated Jun 11, 2018 for the following reasons:
REQUEST

PSPR18-008

A request by Elaine Keiser Architect, Inc for David McBride for a Site Plan Review amendment at 2125 Harbor Petoskey Rd. in Section 27 of Bear Creek Township. The property is zoned R-2 General Residential and is tax parcel 24-01-16-27-200-046. The request is to add a 715 sq. ft. addition to an office building per Articles 5 and 20 of the Zoning Ordinance.

LOCATION
APPLICATION FOR ZONING ACTION
EMMET COUNTY OFFICE OF PLANNING, ZONING,
AND CONSTRUCTION RESOURCES
3434 HARBOR-PETOSKEY RD, SUITE E, HARBOR SPRINGS, MI 49740
PHONE: (231) 348-1735 FAX: (231) 439-8933 EMAIL: pccva@emmetcounty.org

JUN 11 2018

DATE RECEIVED
$ 100.00

FEE

PLEASE MAKE CHECKS PAYABLE TO: EMMET COUNTY

Applicant’s Name: Elaine Keiser, Architect, Inc., Phone: 231-439-0472
Applicant’s Address: 2070 M-119, Petoskey
Applicant’s Email Address: elaine@ekarchitect.com
Owner’s Name: David McBride, Phone: 231-348-2749
Owner’s Address: 2125 M-119, Petoskey
Owner’s Email Address: Dave@McBrideconstructioninc.com

JOB SITE LOCATION:
Township: Bear Creek, Tax Parcel #: 24-01-16-27-200-040
Address: 2125 M-119, Petoskey

ZONING REQUEST:
Planning Commission:
Special Use Permit □
Site Plan Review □
Planned Unit Development □
Zoning Map Change □
Zoning Text Change □

REQUIRED USE INFORMATION
Ground floor area main building: 2,004 Sq. Ft.
Floor Area accessory building: 513 Sq. Ft.
Lot/Parcel Size: 0.51 Acres 22,342 Sq. Ft.

Site/Plot Plan required:
2 full sized & 14 reduced sized (max 11"x17")
site plans required for Planning Commission cases.

Date Submitted
Elevation Drawing: □ 6-11-2018 Site Inventory: □
Engineered Drainage Plan: □ Fire Dept Approval: □
Soil Erosion Permit: □ Wetlands Permit: □
Health Dept. Approval/: □ Road Commission/: □
Sewer Taps: □ MDOT Approval: □

Other:
As owner/and or applicant representing the owner, I do □ do not □ authorize Emmet County (staff, appointed
board, and/or commissioners, or committee members) to enter upon the subject property for purposes of making
inspections related to the project or request identified in this application. If authorized, such inspections or site-
walks shall be conducted at reasonable hours and times.

I certify that all the above information is accurate to my fullest knowledge:

Elaine Keiser □ Elaine Keiser □ 6-11-2018
Signature of Applicant Printed Name of Applicant Date

Signature of Property Owner Printed Name of Property Owner Date
IMPACT STATEMENT
FOR SITE PLAN REVIEW

APPLICANT'S
NAME: Elaine Keiser Architect
CASE#: PSRR 18-005

PHONE NUMBER: 231-439-0472
DATE: 6-11-2018

PROJECT TITLE:
MeBrude Construction Addition

PROPERTY TAX ID:
#24-01-16-27-200-046
TOWNSHIP: Bear Creek

DIRECTIONS TO APPLICANT:
BELOW ARE THE REQUIREMENTS TO CONFORM TO SECTION 20.04, IMPACT
STATEMENT, OF THE EMMET COUNTY ZONING ORDINANCE #15.1. THESE ITEMS MUST
BE ADDRESSED AND SUBMITTED WITH THE SITE PLAN AT LEAST 24 DAYS PRIOR TO
THE PLANNING COMMISSION MEETING IN ORDER TO BE PLACED ON THE FOLLOWING
MONTH'S AGENDA. (REGULAR MEETING DATE IS THE FIRST THURSDAY OF THE
MONTH.) ITEMS LISTED ARE MINIMUM REQUIREMENTS, AND ADDITIONAL INFORMATION
MAY BE SUBMITTED TO DESCRIBE THE PROJECT IMPACT.

1. PROJECT DESCRIPTION
Give a description of the proposed development including: Site area, number
of proposed lots and/or units, population density, other pertinent population data,
vehicle traffic, and related.

This project includes an addition of 32' x 22' to the
existing McBride Construction office building. The new
addition will be used for new office space.
2. EXPECTED DEMANDS ON COMMUNITY SERVICES
Explain what the impact will be on the following community services and describe how services will be provided (if applicable):

a. Sanitary Services - No change

b. Domestic Water - No change

c. Traffic Volumes - No change

d. Schools - None

e. Fire Protection - Minimal Impact as the building will maintain an open perimeter

3. ENVIRONMENTAL IMPACTS
Include statements relative to the impact of the proposed development on (if applicable):

a. Soil Erosion - A silt fence will be placed along property lines during construction.

b. Storm Drainage - All storm water will be retained with existing site retention.

c. Shoreline Protection - N/A

d. Wildlife - None

e. Air Pollution - None

f. Water Pollution - None

g. Noise - Minimal
# SITE PLAN REVIEW CHECKLIST

**Case #** SPR18-008  
**Date Received** 6/1/18

<table>
<thead>
<tr>
<th><strong>Subject Property Address</strong></th>
<th>2125 M-119</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Subdivision and Lot Number (If Applicable)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Tax Parcel Number:</strong> 24-01-16-27-200-040</td>
<td></td>
</tr>
<tr>
<td><strong>Township</strong></td>
<td>Bear Creek</td>
</tr>
<tr>
<td><strong>Proposed Use of Property</strong></td>
<td>Office Building</td>
</tr>
<tr>
<td><strong>Proposed Number of Employees</strong></td>
<td>10</td>
</tr>
</tbody>
</table>

## CHECKLIST

<table>
<thead>
<tr>
<th>Basic Map Information</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Proposed site location map (indicate sufficient area reference to locate site) May use plat map, Google map or other map to identify parcel</td>
<td>☑️</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Appropriate scale</td>
<td>☑️</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Date, North Arrow, Street Names (existing and proposed right-of-ways)</td>
<td>☑️</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Name, Address and Phone Number of person preparing plan</td>
<td>☑️</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Property line dimensions</td>
<td>☑️</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Basic Zoning Information

<p>| 7. Distance between buildings (nearest point to nearest point) | ☑️ |    |     |          |
| 8. Location of new buildings and general floor plan Dimensions of bldg(s) = 32' x 22' Total sq.ft. = 715 | ☑️ |    |     |          |
| 9. Proposed building elevations (to scale) Max. Height = 30' | ☑️ |    |     |          |
| 10. All existing structures (labeled) within 100 feet of perimeter property lines | ☑️ |    |     |          |
| 11. Multiple housing units - Number of units = , composition (efficiency, one bedroom, two, three) | ☑️ |    |     |          |
| 12. Surrounding zoning (properties immediate to subject site) | ☑️ |    |     |          |
| 13. Lot coverage of proposed buildings = 3,032.50 FT² | ☑️ |    |     |          |</p>
<table>
<thead>
<tr>
<th>Natural Features</th>
<th>yes</th>
<th>No</th>
<th>N/A</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>14 Boundaries of existing natural features (trees, lakes, ponds, streams, rock</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>out-croppings, severe topography, wetlands, woodlands, etc.).</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15 Has a wetland permit been applied for?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16 Existing topography</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17 Soil analysis Is it in a Critical Dune Area?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18 Site Inventory provided?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19 Are there scenic view considerations?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Drainage / Parking/ Roads</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20 Access drives, internal roads (note public or private) service roads. Width</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>of Right-of-Way = __________________________________</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21 Loading/unloading, service areas</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22 Sidewalks, paths, and trails (internal and public within road right-of-wa-</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ys).</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23 Acceleration/deceleration lanes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24 Road agency approval?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25 Parking areas (dimensioned typical parking space, maneuvering lanes)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26 Parking spaces required, parking spaces actual Handicap parking location and number</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27 Required landscaping in parking areas</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>28 Snow storage/snow management plan</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>29 Dumpster location, screening indication</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30 Existing easements (utility, access) within site limits</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31 Location of Water/well, Sewer/septic, and stormwater</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32 Site grading and drainage plan (on-site elevations for pavements, drives,</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>roads, parking lots, curbs, sidewalks and finished grades at building facades)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attach a sealed Engineered Drainage Plan.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>33 Proposed retention/detention sedimentation ponds</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Site Requirements</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
<td>Comments</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------------------</td>
<td>-----</td>
<td>----</td>
<td>-----</td>
<td>----------</td>
</tr>
<tr>
<td>34 Proposed landscaping (required greenbelts, plant materials/size and type, fences, retaining walls, earthberms, etc.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>35 Location of outdoor lights, pole heights, bollards, building attached, luminary shielding techniques*</td>
<td>✔️</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>36 Location of sign(s)*</td>
<td>✔️</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>37 Site amenities (play area, pools, beaches, tennis courts, etc.).</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>38 Impact Statement attached?</td>
<td>✔️</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>39 Fire Department approval?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>40 Fire hydrants and fire vehicle access.</td>
<td>✔️</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>41 Road Agency approval?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>42 Health agency approval?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>43 Army Corps of Engineers approval?</td>
<td>✔️</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>44 Michigan Department of Environmental Quality approval?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Signs and lights will need to be approved by the Emmet County Sign and Lighting Committee.

ADDITIONAL COMMENTS:

[Signature]

Applicant's Signature

6-11-2018

Date
ZONING EVALUATION FORM
Office of Planning and Zoning
Emmet County, MI

DATE: 06/21/2018

CASE #: PSPR18-008

APPLICANT: Elaine Keiser

PROPERTY: 2125 HARBOR-PETOSKEY RD

TOWNSHIP: BEAR CREEK

REQUEST: Site Plan Review - Amendment

FACTS:
- The property is zoned R-2 General Residential.
- The property is 0.49 acres in area.
- A Special Use Permit was approved in 1990 for administrative offices.
- The proposal is to add a 32’6”x22’ office addition to the north side of the building.
- Setback standards (20’ side & 30’ front) are met. Height standard is met.
- The site is adjacent to approved office uses and residential uses.
- Access is existing and is a shared drive with the offices to the east.
- Parking standards meet Zoning Ordinance standards.
- All stormwater will be retained with existing stormwater system. Soils are sandy.
- A private well is used for the site. The site is served by sanitary sewer.
- Existing dumpster is screened.
- Ample snow storage area shown on plan.
- No outdoor lighting.
- Health Department review N/A.

ZONING ORDINANCE STANDARDS:

Section 20.05 Site Plan Review Standards

The Planning Commission shall approve, or approve with conditions, an application for a site plan only upon a finding that the proposed site plan complies with all applicable provisions of this Ordinance and the standards and considerations listed below unless the Planning Commission waives a particular standard upon a finding that the standard is not applicable to the proposed development under consideration and the waiver of that standard will not be significantly detrimental to surrounding property or to the intent of the Ordinance.

A. COMPLIANCE WITH DISTRICT REQUIREMENTS: The site plan shall comply with the district requirements for minimum floor space, height of building, lot size, yard space, density and all other requirements as set forth in the Zoning Ordinance, unless otherwise provided.

This standard is met.
B. VEHICULAR AND PEDESTRIAN CIRCULATION: Safe, convenient, uncontested, and well-defined vehicular and pedestrian circulation shall be provided for ingress/egress points and within the site. A pedestrian circulation system shall be provided and shall be as insulated as completely as reasonably possible from the vehicular circulation system. Drives, streets and other circulation routes shall be designed to promote safe and efficient traffic operations within the site and at ingress/egress points. The arrangement of public or common ways for vehicular and pedestrian circulation shall respect the pattern of existing or planned streets and pedestrian or bicycle pathways in the area. Streets and drives which are part of an existing or planned street pattern which serves the project area shall be capable of safely and effectively accommodating the traffic volume and pattern proposed by the project. Where possible, shared commercial access drives shall be encouraged.

1. Walkways from parking areas to building entrances
   *No new parking areas proposed. Walkways are existing.*

C. EMERGENCY VEHICLE ACCESS: All buildings or groups of buildings shall be so arranged as to permit emergency vehicle access by some practical means to all sides.
   *Site Plan submitted to Fire Chief for review.*

D. LOADING AND STORAGE: All loading and unloading areas and outside storage areas which face or are visible from residential districts or public thoroughfares, shall be screened, by a vertical screen consisting of structural or plant materials of sufficient height to obscure the direct view from adjacent first floor elevations. The site plan shall provide for adequate storage space for the use therein.
   *No loading area for this use.*

E. SNOW STORAGE: Proper snow storage areas shall be provided so to not adversely affect neighboring properties, vehicular and pedestrian clear vision, and parking area capacity.
   *Shown on plan.*

F. BUFFERS: To provide reasonable visual and sound privacy, buffer techniques, screening, fences, walls, greenbelts, and landscaping may be required by the Planning Commission in pursuance of the objectives of this Section and/or as a condition of the establishment of the proposed use.
   *No change.*

G. DRAINAGE: Storm water drainage plans shall address flows onto the site from adjacent sites and roads, storm water impact on the site (soils, impervious surfaces, potential impervious surface, retention ponds, detention ponds, and related management facilities as appropriate), and the storm water outfall, or flow control into adjacent drainage courses, ditches and the like.
   *Using existing system based on site conditions and soils.*

H. SPACES, RIGHTS-OF-WAY, EASEMENTS: Spaces, rights-of-way, easements, and related site plan elements needed to serve the proposed use or development for such
services as fire protection, sanitary sewers, water supplies, solid waste, storm drainage systems, and related. *Bike path shown. Sewer easement exists along M-119.*

I. WASTE RECEPTACLES: Waste receptacle and enclosure requirements

*Existing – screened.*

J. MECHANICAL OR ELECTRICAL EQUIPMENT: Mechanical or electrical equipment requirements.

*None shown.*

Draft Motions:

To approve Case #PSPR18-08, Elaine Keiser Architect, Inc. for David McBride for Site Plan Review – amendment for an office building addition on property located at 2125 Harbor-Petoskey Road, Section 27, Bear Creek Township, tax parcel 24-01-16-27-200-046, as shown on the site plan dated Received Jun 11, 2018. Approval is based on the facts presented in this case and because the standards of Articles 5, 19 and 20 and Sections 22.00 and 22.02 of the Zoning Ordinance have been met and *(conditions or statement of facts may be inserted here).*

To deny Case #PSPR18-08, Elaine Keiser Architect, Inc. for David McBride for Site Plan Review – amendment for an office building addition on property located at 2125 Harbor-Petoskey Road, Section 27, Bear Creek Township, tax parcel 24-01-16-27-200-046, as shown on the site plan dated Received Jun 11, 2018 for the following reasons: *(list reasons).*
County of Emmet
Department of Planning, Zoning & Ordinance Enforcement
3434 Harbor Petoskey Road, Suite E
Harbor Springs, Michigan 49740
Phone: 231-348-1735  Fax: 231-439-8933
pzcr@emmetcounty.org
www.emmetcounty.org

To:    Emmet County Planning Commission, Zoning Board of Appeals & Board of Commissioners
From: Planning, Zoning & Ordinance Enforcement, Tammy Doernenburg Director
Date: Prepared for Emmet County Planning Commission July 2018 meeting
Subject: Status of Enforcement Issues


2. **Littlefield** – 5/26/2017 – 3656 Oden Rd. Reports of property being used in violation of PUD. 6/14/2017 – after confirmation and photos received, sent letter to owner and adjacent owners. 6/19/2017 received call from one adjacent owner. 7/7/2017-7/8/2017 received photos from adjacent owner. Follow-up letter needs to be sent. Discussed with Civil Counsel 7/24/2017. Follow-up letter sent 8/22/2017. Received call from owner’s legal counsel on Aug 30, 2017. Owner was to contact office to discuss options for “putting property into productive use.” No additional contact to date. 9/21/2017 – emailed legal counsel for property owner. Meeting scheduled for 10/17/2017. Owner looking at options for submission to ZBA (Temp Use) or Planning Commission. 12/13/2017 – sent letter to owner requesting application for compliance by mid-January 2018. Received two calls from parties interested in resolution. Received FOIA request on 12/29/2017 for entire file. Continued conversations with adjacent land owners. Will continue to follow-up as necessary. 5/21/2018 – sent letter requesting compliance. Same day received photos showing violation of parking.

3. **Littlefield** – 8746 Littlefield Ln - 8/7/2017 (prior violation) – application received for addition. Site inspection conducted and proposed addition found to be in setback. No permits issued. 8/17/2017 – inspection conducted – no construction had begun. 8/29/2017 – report of work without a permit. 8/30/2017 – site inspection done. 8/30/2017 letter sent – stop work. 9/1/2017 – follow-up inspection conducted. Found corner markers – addition in violation of front setback. 9/11/2017 – met with owner in office and on site. ZBA variance requested 9/11/2017. Posted Stop Work Order on 9/14/2017 as construction appeared to have continued without permits. 10/17/2017 ZBA denied request. 10/19/2017 staff met with property owner to discuss options. Indicated that he would need to address the issue and keep lines of communication open and make progress toward compliance. Owner contacted office to indicate he’s trying to contact a surveyor to survey his property. Time allotted for compliance. 12/13/2017 Received call from owner indicating they are not going to seek compliance. 1/8/2018 - Consulted with Civil Counsel on next steps. 1/17/2018 – sent final notice to owners requesting compliance. Issued “Notice of Violation” 1/29/2018. Owner responded to Civil Counsel requesting formal hearing. “Notice to Appear” for formal hearing issued 2/12/2018. Formal Hearing scheduled for 3/28/2018. Formal Hearing rescheduled for 4/4/2018 at 11AM. Court hearing moved to 4/11/2018 – adjourned to allow property owner to consider options. Rescheduled for 5/16/2018. Staff has been in contact with surveyor regarding the site. Survey expected by end of April. 5/9/2018 – no survey received – phoned surveyor who indicated issue was worse than originally thought. Contacted property owner to ascertain status of case. Planning for court on 5/16/2018. Owner has hired legal counsel and requested adjournment until 6/20/2018. 6/19/2018 received draft document of easement amendment. Court hearing adjourned until
July 18, 2018 – requested survey and finalized documents recorded with Register of Deeds.

4. Littlefield – 9/11/2017 – Sent letter to 6760 South Prospect – mobile home located at or in road right-of-way on US-31 N of Alanson. Received call from owner that trailer had been moved 10/12/2017. 10/30/2017 – trailer has been moved, but does not appear to be compliant. Site inspection needed. 11/28/2017 Site inspection conducted – two mobile homes in ROW. Sent follow-up letter. 12/18/2017 Received visit from owner of property. Owner will explore options for compliance. 1/12/2018 – follow-up inspection conducted. 1/17/2018 – sent final notice – no response to date. Received call from owner. Planning to move mobile homes in spring 2018. 5/14/2018 – application for mobile home park expansion received for PC review. No change in encroachments as of 5/25/2018. 6/20/2018 – one mobile home has been removed, one remains in setback.

5. Maple River – 9/11/2017 – Sent letter to 2526 Gregory Rd – accessory building without a main use – no SUP. House was to be started within 2 years, no house. Accessory building is not completed. 11/28/2017 sent letter requesting compliance. 12/20/2017 No response to date. 5/9/2018 sent letter to owner. 5/24/2018 SUP applied for – will be on the August 2018 PC agenda.

6. Littlefield – 5407 Petoskey St — ZBA case discovery made that accessory building was built, had been required to be attached due to number of accessory buildings on residential parcel. 8/17/2017 – sent letter to owner advising of violation. Follow-up conducted 1/9/2018 – letter sent to owner. 1/18/2018 – owner contacted staff – will plan to comply in 2018.

7. Friendship - 3098 Five Mile Creek Rd – 3/26/2018 – investigated complaint of small building being used as a permanent dwelling. 3/28/2018 sent letter to owner. Occupant visited office on 4/12/2018. Given options for compliance. Allowed 30 days to provide schedule of compliance. 5/7/2018 received note from occupant that he has moved. 5/8/2018 requested proof of change of address.

8. Littlefield - 4700 Oden Rd – 4/17/2018 – during ZBA case review of neighboring property, discovered encroachment from this subject property. Staff to investigate further. 5/21/2018 – letter sent to owner. Received call 5/24/2018 from owner who is meeting with association Memorial Day weekend. Will explore options. 6/6/2018 received call from property owner within association. Still exploring options with neighboring property owner and road vacating.


11. Bear Creek - 1840 Harbor-Petoskey Rd – 4/3/2018 – received call from citizen questioning flags. 4/11/2018 – sent letter to owner and occupant (Sears) regarding sign and outdoor display regulations. 4/17/2018 – received call from property owner – working toward compliance. Flags have been removed, then replaced. 5/22/2018 four flags in place in violation. 6/21/2018 four flags remain in place in violation.


16. Bear Creek – 3529 Howard Rd – Complaint regarding site plan violation. Investigated site 5/4/2018. Found site to be in
violation of approved site plan and screening has died. Sent enforcement letter 5/18/2018. 6/21/2018 – no response to date. Follow-up needed.

17. **Bear Creek** – 2157 Howard Rd – complaint of work occurring on Saturday and Sunday (4 different complaints). Visited site 5/21/2018 during the day and after 5PM. No violation observed, but photos provided from Saturday (rainy day). Called owner 5/22/2018 – advised of violations. Violations of SESC observed on the River Road property on 5/18/2018. Spoke with owner regarding remedy. 6/20/2018 – received report of work before 8AM on River Road property. Advised property owner and received response. Still working with staff to gain compliance.

For more information or to report a violation, contact the Department of Planning and Zoning. 231-348-1735.