

Kearney Township Planning Commission
Meeting Minutes
May 20, 2024, Regular Meeting

Call to Order at 7:00 PM EDT.

Members present: L Elrod, D. Jacques, T. Murray, C Rix

Pledge of Allegiance

Conflict of Interest – None reported.

Rix moved to approve of the agenda as amended. Second by Jacques, Carried

Jacques moved to approve the minutes of the April meeting as distributed. Second by Rix, Carried

Correspondence:

Email re Grundahl project.

Public Comment:

None

Reports

- Township Official: Steve – Absent
- Zoning: - Dan reported 6 permits have been issued and that there was interpretation issue regarding is 100' setback was from the property line, edged of roadway pavement or from utility easements.
- ZBA: No appeals have been filed.

Old Business

- a. Grundahl Site Plan Approvals from Agencies?

Letter from ACD was reviewed. The Standards for Site Plan Review were evaluated and deemed complete.

Jacques moved “that the Planning Commission approve the Site Plan for parcel 05-10-020-006-00, 4681 Aero Park Dr. Under the condition that as built drawings be filed with the Kearney Twps. Zoning Administrator and the Antrim County Building Department and that annual reports of storm water retention system operations and maintenance be filed. Second Rix, Carried.

- b. Special Use Permit Review: Commercial Event Facility

See attached review.

- c. Completed review of Article 3 of draft Kearney Township Zoning Ordinance.

New Business

- a. Review of Article 7 delayed to June meeting.

Public Comment:

None

Commission Comments

None

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Jacques moved to Adjourn @ 9:08 PM EDT. Second Murray, Carried

Motions:

1. To approve of agenda as distributed.
2. To approve of minutes of the April meeting.
3. To approve the Site Plan for parcel 05-10-020-006-00, 4681 Aero Park Dr. Under the condition that "as built" drawings be filed with the Kearney Twps.. Zoning Administrator and the Antrim County Building Department and that annual reports of storm water retention system operations and maintenance.
4. To Adjourn.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "R E Jacques", written in black ink on a white background.

R E Jacques
Secretary

Attachments:

Grundahl Site Plan Review.

Commercial Event Facility Special Use Permit Review.

Kearney Township
Standards for Site Plan Review

Grundahl Project

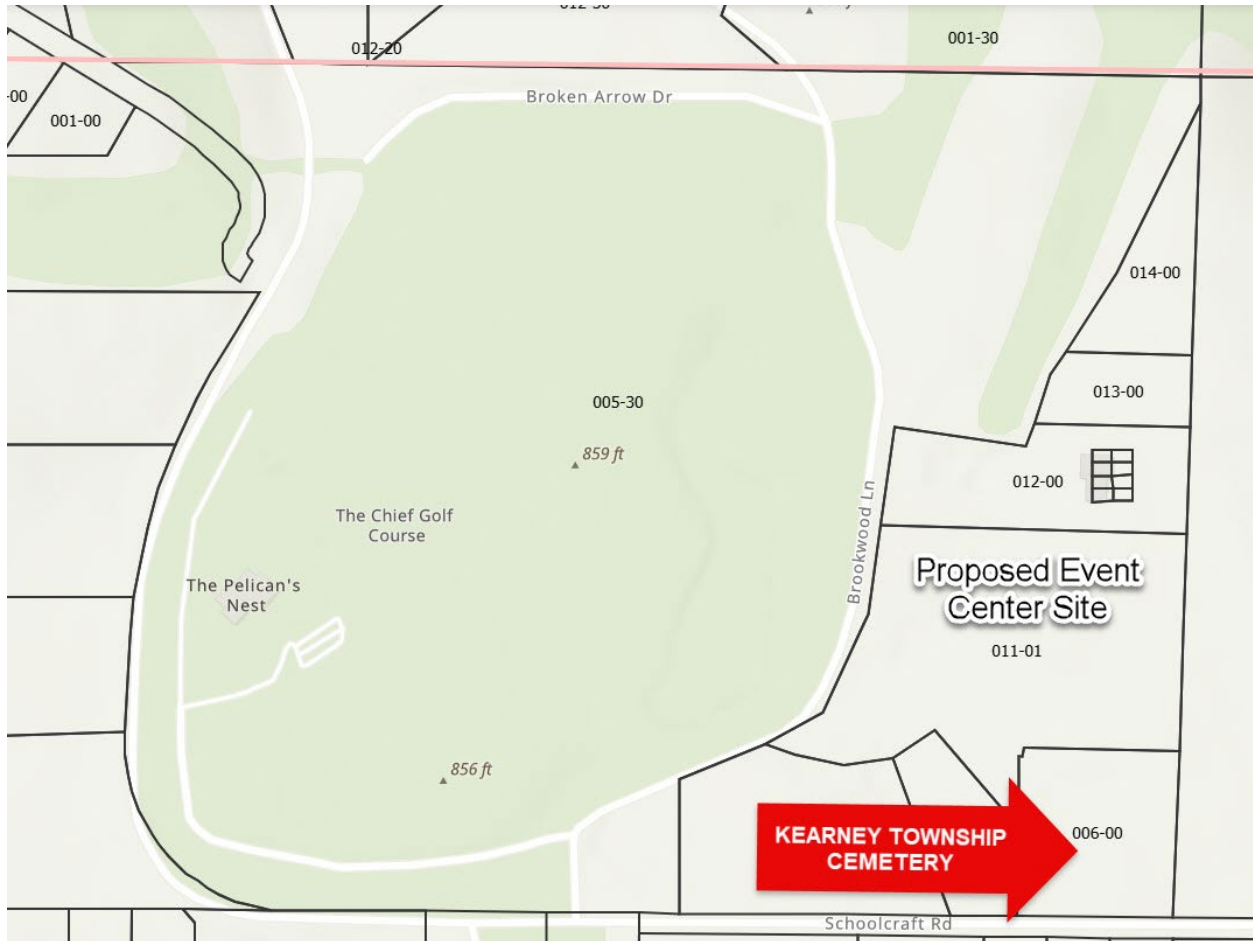
Standard	Meets Yes?	Meets No? (if no, explain in Comments)	Comments/Conditions
1. All elements of the site plan shall be harmoniously and efficiently organized in relation to topography, the size and type of lot, the character of adjoining property and the type and size of buildings. The site will be so developed as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this Ordinance.	Yes		
2. The landscaping shall be preserved in its natural state, insofar as practical, by minimizing tree and soil removal, and by topographic modifications which result in maximum harmony with adjacent areas.	Yes		
3. Special attention shall be given to proper site surface drainage so that removal of storm waters will not adversely affect neighboring properties or bodies of water or ground water recharge areas.	Yes		“As Built” Drawings will be filed with the Zoning Asmin and the county building department.
4. The site plan shall provide reasonable, visual and sound privacy for all dwelling units located therein. Fences, walks, barriers and landscaping shall be used, as appropriate, for the protection and enhancement of property and for the privacy of its occupants.	Yes		

Kearney Township
Standards for Site Plan Review

Standard	Meets Yes?	Meets No? (if no, explain)	Comments/Conditions
5. All buildings or groups of buildings shall be so arranged as to permit emergency vehicle access by some practical means to all sides.	Yes		
6. Every structure or dwelling unit shall have access to a street, walkway or other areas dedicated to common use.	Yes		
7. There shall be provided a pedestrian circulation system which is insulated as completely as reasonably possible from the vehicular circulation system.	N/A		
8. All loading and unloading areas and outside storage areas, including areas for the storage of trash, which face or are visible from residential properties or public thoroughfares, shall be screened, by a vertical screen consisting of structural (fence) or plant materials no less than six (6) feet in height.	Yes		
9. Exterior lighting shall be so arranged that it is deflected away from adjacent properties and so that it does not impede the vision of traffic along adjacent streets. Flashing or intermittent lights shall not be permitted.	Yes		

Proposed Event Center Special Use Permit Review

Proposed Location:



Planning Commission Notes:

Commercial Event Facility Site plan requirements:

Submittal Requirements. In addition to the requirements in Section 5.02C.2 (Data Required in Application), the site plan must show the following:

- Area of the event including indoor and outdoor areas.
 - 24x30 structure at NE corner of property does not meet 15' setback requirement.
 - 24x12 covered structure near SE corner of project does not meet setback requirement.
 - Parking along N side of property does not appear to meet setback requirement.
 - 12' wide drive on E side of project will not accommodate 2-way traffic. Arrows show traffic flow to North but no way for traffic to exit.
- Parking location and number of parking spaces.
 - 7 HC (Handicap?) parking spaces are shown at North of Event Center Structure
 - Food truck parking North of Event Center Structure – 2 trucks max
 - Main parking area indicates parking for approximately 190 cars with total parking for approximately 230. Where is extra parking?

- How will parking area be surfaced?
- What is soil erosion and water runoff retention plan?
- Print does not show traffic flow.
- Print does not show lot entrance and exits.
- Traffic and parking management plan insufficient.
 - When will attendants be on duty?
 - How will traffic be prevented from residential areas?
- How will vehicles be removed from entry drive to maintain emergency vehicle access?
- Snow storage plan? Or will facility be closed for winter months?
- Temporary structures.
 - None indicated in application or on print
- Sanitation facilities.
 - Application says, “done off site”. where? Capacity for 300 users?
 - No toilet facilities shown on print as stated in application,
- Areas for food trucks or food vendors including proposed setback from property lines including the maximum number of food trucks or food vendors planned.
 - Space for 2 food trucks is indicated at NE corner of structure.
- Areas for trash receptacles and schedule for trash pick-up.
 - Only trash storage area shown is in SE corner of project.
- Location of firepits.
 - Application indicates no firepits are permitted,
- Location of outdoor lighting and light levels.
 - No lighting plan on print,
 - Application “Lights on building will be washed down lights. Drive and parking, low level pole lights.
 - Schedule, only for events???

Event Management Plan. An event management plan shall be prepared and submitted to the Planning Commission for review and approval. The plan shall include all of the following:

- Type and number of events expected.
 - 28 events per year
 -
- Provisions for traffic and parking management.
 - insufficient – No traffic flow, lot entrance or exit, parking layout, see above.
- Hours of operation including setup and takedown times.
 - 9AM – 11PM
- Provisions for noise abatement and expected sources of noise including location of speaker systems and similar sources of noise.
 - Applicant states events are indoors implying noise abatement is not necessary.
- Toilet facilities.
 - None Indicated

- Expected maximum number of persons intended to use the property at one time and collectively, including organizers, employees, vendors, exhibitors, and spectators/participants.
 - 300
- Expected number of automobiles and other vehicles intended to use the property at one time and collectively.
 - 150
- Public safety plans.
 - Insufficient – only comment is “clearly marked signage”.
 - Emergency access
 - EMS
 - Security
- List of contacts for emergency situations.
 - Insufficient – only comment is “Clearly marked in building per code”
- Certification that the property where the event is to take place is not subject to any covenant or restriction limiting its use, or if the use is restricted by easement or otherwise, a copy of a survey or diagram depicting the easement area and any reserved area where development rights are intact.
 - None included.
- List of other permits and licenses required and proof that said permits are being applied for.
 - “Filing with health department per codes for food service”
 - What about LCC?

Based on the materials submitted, I recommend review by:

- Bellaire Fire Department
- Community Ambulance Authority
- Antrim County Sheriff
- Antrim County Conservation District
- Antim County Health Department – Septic capacity, well capacity & water quality.

Special Use Permit Review

The Kearney Township Zoning Ordinances requires the following findings if fact for Special Use Permit approval:

1. Will be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such a use will not change the essential character of the same area.
 I think we need a floor plan and proposed exterior views to find this fact.
2. Will not be hazardous or disturbing to existing or future neighboring uses.
 Need lighting plan and some indication of plan for noise reduction if not contained in building.
3. Will be a substantial improvement to property in the immediate vicinity and to the community as a whole.

4. Will be served adequately by essential public facilities and services; such as highways, streets, police and fire protection, drainage structures, refuse disposal, or schools; or that the persons or agencies responsible for the establishments of the proposed use shall be able to provide adequately any such service.
Requires input from Fire, Sherif, EMS, ACD, Health Department, etc.
5. Will not create excessive additional requirements at public cost for public facilities and services and will not be detrimental to the economic welfare of the community.
Does not appear to requite infrastructure improvements. Assuming Schoolcraft and Shanty Creek Roads are compatible with extra traffic generated
6. Will not involve uses, activities, processes, materials and equipment and conditions of operation that will be detrimental to any persons, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes glare or odors.
Need lighting and traffic control plan and possible noise reduction plan
7. Will be consistent with the intent and purposes of this ordinance.