Call to Order – Meeting called to order at 7:00 P.M.

Pledge of Allegiance – by all present

Roll Call – Vermeesch-present, Warner-present, Dotson-present, Kolka-present, Reibel-excused absense. Planner Ruben Shell also present.

Approval of Agenda- MM by Warner to approve the agenda, 2nd by Vermeesch. Motion carried 4-0

Conflict of Interest – none noted.

Public Comment – None

Consent Agenda –
Planning Commission Minutes August 10, 2020
Zoning Administrator’s Report for August 2020
MM by Warner to approve Consent Agenda, 2nd by Dotson. Motion carried to approve 4-0.

Public Hearing: Cleland Special Use Permit Application
Public Hearing opened at 7:08 pm

Chairman Kolka gave overview of S.U.P. Application submitted by Scott and Sherry Cleland at 3133 US 31 S., Charlevoix, MI. Application is asking for use of Barn for Wedding and Special Events and to include ten Glamping Tents. Sherry Cleland gave a presentation to explain the operations of their business. Sherry stated they have been looking for property for over 10 years to have an Events Barn that includes tents for the wedding party. They wish to operate from May to October 15th.

Chairman Kolka outlined requirements of a Special Use Permit.

Vermeesch stated he likes the idea and is a fan of new businesses starting up but is concerned about why they submitted the application for the S.U.P. with two uses and asked why this was done. Cleland stated she did not know it needed to be separated and their intent was to offer the wedding party a place to stay for the weekend weddings. She went on to say they are trying to be all inclusive so all of the wedding party can stay together.

Further discussion included: Rules for wedding event and camping and applicants said there would be no camping without wedding event and wedding party and attendees will be out of the barn by 11:00pm. Contracts for the events will be bound by the Ordinance Rules. Special Events Ordinance does not include Glamping but it could be a conditional option. Applicant said they are bound by State Rules if there are over four tents. There were
questions by the PC about fires for the tents and applicant stated they would provide water to put fires out. Applicant went to Health Department to get rules and regulations before making up the site plan and finishing work on barn. Considerable time was spent reviewing site plan PDF and print out but neither were legible. Site plan was not up to date to reflect removal of wedding tent. Special events will now be hosted in the event barn.

Planner Shell read Ordinance Rules and said Events Barn and Glamping should be two separate uses.

Applicants explained that Wedding Event is Primary Use but explained they would like ten Glamping Tents with 2-4 people per tent and side tents would not be allowed. They would not allow any more people in tents then sleeping arrangements would allow.

Warner was concerned if there would be both Event Tent and Barn. Applicants stated no events tent at this time unless renters bring their own to set up, but applicant is not providing an events tent as they have put additional money into barn. Parking is noted on the site plan and they will provide a golf cart to transport from parking lot to barn. Parking lot will hold approximately 100 cars.

Further discussions on limiting events, setting dates for events and maximum number of guests. Applicant stated the barn will hold 225 but they only wish to have up to 160 people for events. They plan on putting signs around boarders of property every 20’ and these will be 8”x11” signs. Screening to the north of the property will be the barn itself and there is natural screening to the south.

Vermeech questioned whether they would have to get special permits for the tent structures. Applicant explained the tents would be assembled two weeks before they open and disassembled two weeks after they close for the season so they will be temporary/seasonal structures.

Further discussion that alcohol will be provided and handled by the Bride & Groom or the host of the event and they will make sure they are insured and TAM (Techniques of Alcohol Management) certified bartenders. Applicant will hire employees to help direct traffic entering and exiting the property.

Public Comment –
Dan Drewa, who resides south of the Cleland Property, was concerns about the camping situation and even though they are asking for 10 sites now will that expand over time? Drewa was not ok with camping but was ok with the barn as a wedding venue. He also stated he was concerned if the camping was approved where the tents were going to be going. Applicant responded stating the tents will stay up front in the middle of the property. Drewa went on to say he was concerned about the traffic control on the property and would like to see a solid fence go around the property.

Arvin Sheffler, who resides adjacent to the Cleland Property, stated there is no fence on the North/South line of the property and that is one of his concerns. He also stated he was concerns about the use of alcohol and trespassing. Sheffler stated he would like to know how many events are being held on the property. He said he was ok with the events barn but was not good with the camping and was very concerned about the extra traffic.
Deserae Drewa, who resides south of the Cleland Property, stated she was concerned about the number of people attending events. Applicant responded stating the amount of people allowed is based on the square footage of the barn and the bathrooms are based on the number of guests allowed. Drewa was concerned about no water or power for the tents and what the applicants plan was for that? Applicant stated they tents will be rustic and they will be monitoring their use.

Maggie Dickson, resident north of the Cleland Property, stated they are closest to the barn and loves the idea of the Events Barn and loves seeing the property come alive.

Jeff Dickson, resident to the north of the Cleland Property, stated he is all for the venue but is concerned about camping and about the partying and noise and the sound carrying. Dickson also concerns about renters in the home. Clelands stated they would monitor. Dickson was also concerned about showers for the wedding party if tents are rustic.

Jerry Lawlers, Norwood Resident, stated there should be a fee included in the contract with the wedding party to cover security. Applicant stated there will be at least four people hired for security on site and the applicant lives on premises.

Shari Jones, PC Recording Secretary and Norwood Resident, stated she fully supported the Clelands venture and hoped it is a great success. Jones stated she felt that the neighboring Township of Marion allowed buildings without permit if they are temporary or seasonal so that may be something to be looked into. Jones also addressed the attending crowd stating the applicants will need to follow the rules of the S.U.P. conditions and if they do not they will be held accountable so a lot of the concerns that neighbors have will be addressed by the conditions. Jones also stated each wedding event should be covered for liquor liability by the host’s homeowner insurance “Host Liquor Liability” and the Clelands should make sure they have this. As long as Clelands are not providing the alcohol the hosts should be responsible for the liability.

Chairman Kolka read a letter sent to the PC from Katherine Marsh who owns property south of the Cleland Property. Letter stated she had concerns about the camping, noise and additional traffic. Letter from Marsh can be found posted with draft minutes on web site.

Public Hearing closed at 8:45pm.

Chairman Kolka went through the Findings of Facts that must be satisfied. PC discussed the conditions that must be met in order to approve the S.U.P. that was applied for. There are three options which are to approve the application as presented, to approve the applications with conditions and to postpone or decline. PC discussed to approve with conditions and felt the Glamping/Camping should be a whole different S.U.P. application.

Motion Made by Vermeesch to approve the application for a Special Use Permit that was submitted by Scott & Sherry Cleland for a Special Events Barn at 3133 US 31 S., Charlevoix, Michigan with the following

17 Special Events Conditions:
1. Glamping/Camping will not be included in the application and shall be considered under existing ordinance as a separate SUP.
2. Proposed dates May 1st to Oct 15th
3. Barn occupancy is rated for 225
4. 56 events annually
5. Boundary property signs every 20’ 8 x 11” and low level permanent fence at boundary.
6. Quite hours begin at 10 PM (all music ends) and events end at 11PM.
7. Any food preparation will be done off-site and catered to the site. Food can be provided from offsite catering or mobile food truck.
8. Tents, chairs, tables, and portable toilets shall be removed no later than the following day.
9. Rules must be posted for guests.
10. Owner shall be on premise for all events.
11. Legible site plan shall be provided
12. Written statement from Health Dept
13. Lighting plan shall be provided
14. Parking plan shall be provided
15. Security plan shall be provided
16. Contingent on 6.01.12 Site Plan being provided
17. Contingent on MDOT and CHARLEVOIX County Road commission findings and requirement reports.

Motion 2nd by Warner. Motion carried to approve with conditions 4-0.

New Business –
Stillwagon lot combination application
Discussion that application was complete and acceptable.

MM by Warner to approve lot combination application, 2nd by Dotson. Motion carried to approve 4-0.

Craine lot split application
Discussion that application was complete and acceptable. Signature on application was verified by all PC members.

MM by Warner to approve lot split application, 2nd by Vermeesch. Motion carried to approve 4-0.

Old Business –
Master Plan – Tabled to October 12, 2020 PC Meeting
Recreation Committee – Tabled to October 12, 2020 PC Meeting
AM Manufacturing Re-Zone Conditions Compliance – Tabled to October 12, 2020 PC Meeting
AM Manufacturing Traffic Complaint – Tabled to October 12, 2020 PC Meeting

Next Planning Commission meeting will be October 12, 2020 at the Norwood Township Hall unless otherwise specified on Township Website prior to meeting.

Public Comment – None

Meeting Adjourned at 10:25 p.m.
Submitted by Shari M. Jones, Recording Secretary