



**Calhoun County Planning Commission
Minutes
June 5, 2017**

Present: Commissioners, Tammi Damerow, Sarah Kelly, Vic Potter, Dan Livingston, John Sackrider and Angie Kline. Staff in attendance: Director of Community Development, Jen Bomba; Community Development Educator, Ingrid Ault; Intern, Larrissa Zhao and Program Assistant, Shana Huerta. Quorum was met.

Via Phone: Kelli Scott

Excused: Tracy Bronson, Terance Lunger

1. The June 5, 2017, Planning Commission Meeting was called to order at 4:21 p.m.
2. Roll was called by the Program Assistant.
3. Approval of Agenda

Approval of June 5, 2017, Calhoun County Planning Commission agenda, as presented, moved by Dan Livingston, and supported by John Sackrider.

On a voice vote, Motion CARRIED.

4. Public Comments

Noted: No public attendees; no public comments

5. Approval of March 27, 2017, Meeting Minutes

Approval of the March 27, 2017 Meeting Minutes, as presented, moved by Vic Potter, seconded by Angie Kline.

On a voice vote, Motion CARRIED.

6. Communication

None.

7. Old Business

None.

8. New Business

None.

9. Township Planning & Zoning Coordination

A. 05-17-01, Emmett Township: Zoning Ordinance Text Amendment re: Woodworking Shops

Jen provided supporting documentation to the committee of the 05-17-01, Emmett Township: Zoning Ordinance Text Amendment re: Woodworking Shops. She stated that Emmett Township has proposed a text amendment to their zoning policy regarding Woodworking Shops to operate as a conditional use in the General Commercial District. The proposed amendment establishes a Woodworking Shop as a shop engaged in the onsite assembly and sale of lawn furniture, docks, cabinets, and other wood products. The new conditional use language requires no outdoor storage of materials, dumpsters must be utilized for disposal of waste materials and debris, and dumpsters must be completely surrounded by a brick, stone, or wooden enclosure. Based on these conditions she recommended for approval.

Moved for approval by Dan Livingston; seconded by John Sackrider.

On a voice vote, Motion CARRIED.

B. 05-17-02, Emmett Township: Zoning Ordinance Text Amendment re: RV Parks

Jen provided supporting documentation to the committee of the 05-17-02, Emmett Township: Zoning Ordinance Text Amendment re: RV Parks. The Emmett Township Planning Commission has recommended changes to their zoning policy regarding RV Parks. This amendment would allow for RV Parks as a Conditional Use in the General Commercial, Light Industrial, and Agricultural zoning districts. She explained that townships vary in the way they regulate RV Parks and that the conditional use process allows for each development proposal to be reviewed on a case-by-case basis. As a Conditional Use, the general regulations that would be enforced include:

- Cannot be a place of permanent residence, 29 day maximum stay unless extension granted (max 120 days)
- No external buildings permitted
- Park must connect to sewer and water utilities if available (within 200 feet of nearest structure) and all utilities must be below ground.
- Must have ingress/egress to a public roadway

Design Standards

- Minimum site area equal to one acre, density shall not exceed 10 units per acre, must have at least one parking space per unit
- All sites must have water, sewer, and electric
- A minimum of 15% of the park must be set aside as green space

Park Administration

- Owner is responsible for development and maintenance, with strict conformity to the terms of the conditional use permit and any other applicable laws and ordinances of the township
- A written management plan is required as part of the conditional use permit
- A violation of the conditional use permit must be addressed within 30 days of issuance of notice

Because of the flexibility that the Township would like to extend to each park in regard to regulations, Jen explained to the Commission that she would like to recommend that the Township create and utilize a checklist in order to ensuring that critical items such as hours of operation, noise control, dust control, etc. are taken into consideration for each park. She concluded with letting the Commission know that they could deny the request, approve the request, or approve with comment. It was her recommendation that they approve the request with comment to address the above concerns.

Vic Potter then sought clarification that if they approved with comment, the township did not necessarily have to follow their recommendation. Jen said that was correct but it was her hope that they partner with the township as a relationship builder. Kelli Scott inquired as to what was the specific driver of this request. Jen responded that based on previous Township minutes, Firekeeper's Casino had expressed interest in establishing an RV Park.

Moved for approval by Dan Livingston; seconded by John Sackrider.

On a voice vote, Motion CARRIED

C. 05-17-03, Bedford Township: Zoning Ordinance Map Amendment re: 3601 W. Michigan Ave

Jen provided supporting documentation to the committee of the 05-17-03, Bedford Township: Zoning Ordinance Map Amendment re: 3601 W. Michigan Ave. She stated that Overflow Church bought a vacant elementary school and has since turned it into a church. Since then, they have purchased four residential properties around the church and have removed the structures from the property. They are seeking to have the zoning classification for these parcels changed from split zoned/residential to commercial for potential future expansion. She went on to explain how the area is currently zoned with both residential and commercial and believed that this request would assist the township in cleaning up the mixed classifications for these properties. Jen further clarified that both the Township and County Future Land Use Plans classify the property as Commercial. She recommended for approval.

Moved for approval by Vic Potter; seconded by Angela Kline.

On a voice vote, Motion CARRIED

D. 05-17-04, Bedford Township: Zoning Ordinance Map Amendment re: 2930 W. Michigan Ave

Jen provided supporting documentation to the committee of the 05-17-04, Bedford Township: Zoning Ordinance Map Amendment re: 2930 W. Michigan Ave. She stated that the property owner is requesting that zoning be changed from commercial to medium density residential. In the past there was an orchid greenhouse located on the property. The current owner's future intent with the property will be residential only. The minutes provided by the Township indicate that the bank involved with this property may be the driver of having the property rezoned. It was Jen's recommendation to approve the request to rezone the property to medium density residential and if/when ownership changed hands at a later date, it could be considered commercial again, to align with the Bedford Township Master Plan and the County Land Use Plan. She recommended for approval.

Moved for approval by Sarah Kelly; seconded by Angela Kline.

On a voice vote, Motion CARRIED

E. Other Planning & Zoning Coordination to come before the Commission

None.

10. Department Report

Jen Bomba distributed information regarding medical marijuana. She has been working with MSU Extension to understand the details of this complicated legislation. Licensing and Regulatory Affairs (LARA) is working to develop the licensing process that will be a critical component of how the legislation works. The City of Marshall is moving forward with ordinance language. She has communicated with various townships regarding this topic and has suggested that they hold off until LARA has finalized the rules. The County is working with MSU Extension to possibly provide a workshop regarding this topic to promote consistency across the county with regard to medical marijuana regulations.

John Sackrider asked what the year-end deadline was. He said there seemed to be a rush to do something and that it seemed that information should be available prior to the end of the year. Jen shared that townships are anxious to move forward because their belief is that it is better to have something in place rather than nothing at all. Townships are seeking to establish regulations that address locations and restrictions on how close they can be located to certain areas, similar to regulations regarding adult entertainment venues. Vic Potter explained that they had to allow for them, it was a matter of how you write the ordinance to address location possibilities. There was further discussion amongst the group about creating ordinances to restrict where dispensaries could be located. Jen agreed to clarify a few questions that arose during discussion.

Kelli Scott shared that she was attending the Area Metropolitan Services Authority the following morning and asked Jen if there was any educational information that the County could offer them. Jen was going to send the information that she received from MSU Extension to provide to them. Kelli said that the Michigan Municipal League has also done some legal work regarding the subject.

Jen announced that the County's application to the Michigan Department of Transportation to fund a county wide transit study had been approved for funding. However, until it is signed at the federal level, it is not official. Funding is just under \$200,000 to hire a consultant to look at county wide transit possibilities in Calhoun County. Calhoun is currently the only county in our region that does not provide some form of public transportation on a county wide basis. The County raised \$42,000 in match funds for this project from various stakeholders such as the Battle Creek Community Foundation, Battle Creek Unlimited, Bronson and Oaklawn hospitals, and the Senior Millage Allocation Committee (not a comprehensive list). This project is for funding year 2018 with planning beginning in October, 2017.

Jen concluded by introducing Larrissa Zhao, Intern for MSU Extension, who is working on the County Plan update and announced that additional time in upcoming meetings would be focused on the master planning process.

11. Member Comments

None.

12. Public Comments

None.

13. Announcements: The next Calhoun County Planning Commission meeting is scheduled for June 26, 2017 at 4:00 p.m.

14. Adjournment

The meeting adjourned at 5:04 p.m.