

Little Traverse Township Planning Commission
October 5, 2021 7:00 PM
Township Hall

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Minutes

Chairman Van Berlo called the meeting to order at 7:00 PM.

Roll Call: **Present:** Martin Van Berlo - Joe Chattaway, - Tom Fairbairn, & Chip Radle

Absent: Shirley Snyder

Also present: Bill Dohm, Jake Myers, & Matthew Summers

Agenda: Chairman Van Berlo asked if there were any additions or deletions to the agenda. There were none. Upon a **motion** by Mr. Chattaway, with support by Mr. Radle, the agenda was unanimously approved as submitted, by voice vote, (*see attachment page 3*).

Public Comment: Chairman Van Berlo then opened the meeting to public comment. There were no public comments offered.

Minutes: Upon review of the minutes of the regular meeting of September 7, 2021, a **motion** to approve as submitted was offered by Mr. Fairbairn and supported by Mr. Chattaway. The motion was unanimously approved by voice vote.

Case #B-7-2021

 Conduct Site Plan Review for 821 W. Conway LLC (Matthew Summers) to construct 3 commercial buildings (per plans / specs) at 821 and 859 West Conway Rd., tax parcel 24-08-16-15-276-014.

Chairman Van Berlo requested Mr. Myers to present the case and go over his memo of fact finding, (*Memo on file*).

 Mr. Myers explained the case, detailed the memo, and explained his check list.

Chairman Van Berlo asked Mr. Summers if he had any comments to add to the site plan.

 Mr. Summers discussed details on the site plan and answered questions as fielded by Board members. He passed out prints with building details. (*on file*).

Chairman Van Berlo asked if there were any comments or concerns from the public. There were none.

Chairman Van Berlo then asked for comments or questions from Commission members.

Dumpster screening, and signage were questioned. Mr. Summers responded that if there were to be dumpsters, they would be adequately screened, and that if a sign were to be needed, he would apply for a sign permit. None was planned at this time.

Specific uses of individual units were questioned. Uses are indicated as storage on the site plan, and if additional uses specific to the B-2 district are proposed in the future, they would meet the district requirements, and may have to come back for PC approval.

Supervisor Dohm advised that Fire Chief Cupps advised he had reviewed the site plan and had no problem with it relative to fire protection.

Following discussion, a motion was made by Mr. Radle to approve the site plan for Case B-7-2021, for storage and small business use at 821 W. Conway Road as shown on the site plan submitted September 21, 2021. Following a second by Mr. Chattaway, a roll call vote was taken. All present voted yea, no nays. Chairman Van Berlo declared the motion carried, and the site plan approved.

Beckett & Raeder, Inc. proposal to update the Twp. Master Plan:

Mr. Myers briefed the board that the Township has arranged for Becket and Raeder to engage an independent mailing firm to send out the survey. He advised that the mailing information was being worked on, and that the survey should be in the mail by the end of October.

Open Discussion for issues not on the agenda:

- a. **Correspondence:** An Emmet County draft workforce housing/cluster housing discussion memo was presented by Mr. Myers. More discussion on the subject will be had during the master planning process to address the housing shortage issue in the County.
- b. **Planning Commission Members: None**
- c. **Township Board Members:**


Supervisor Dohm presented a request from Joe and Tanya Matthews for approval of a gated driveway to serve lots 5 & 6 of Sullivan's Harbor Springs Air Park that would directly access M-119. A MDOT permit has been approved. Chairman Van Berlo advised he had discussed this with Mr. Matthews and was satisfied that the change would isolate automobile traffic from aircraft traffic better than the existing plan.

Upon a motion by Mr. Fairbairn and support by Mr. Chattaway, the request was approved by unanimous roll call vote.

Supervisor Dohm advised that the November PC meeting would be held on Wednesday, November 3rd due to a special election, and that a special use permit application is expected in time to hold a public hearing for a gravel mining operation at that time.

Adjourn: There being no further business to be brought before the commission, a motion was made by Mr. Fairbairn, with support from Mr. Chattaway to adjourn the meeting at 7:50 P.M. The motion carried by unanimous voice vote.

Date approved 12-8-21

Secretary 
Tom Fairbairn

Respectfully Submitted,

William P. Dohm,
Supervisor

LITTLE TRAVERSE TOWNSHIP
EMMET COUNTY, MICH.

Regular Meeting of the Township Planning Commission
Tuesday – October 5, 2021
7:00 P.M.
In-Person

AGENDA

1. Call to Order.--
2. Roll Call.
3. Approve the agenda.
4. Public Comment.
5. Approve the Minutes of September 7, 2021.
6. **Case #B-7-2021**
Site Plan Review for 821 W. Conway LLC (Matthew Summers) to construct 3 commercial buildings (per plans / specs at 821 and 859 West Conway Rd., tax parcel 24-08-16-15-276-014.
7. Work with Beckett & Raeder, Inc. on update to the Township Master Plan.
REMINDER: Please bring your older version of the Township Master Plan.
8. Open Discussion for issues not on the agenda.
 - a. Correspondence.
 - b. Consultant.
 - c. Planning Commission Members.
 - d. Township Board Members.
9. Adjourn.