

**OTSEGO COUNTY
PLANNING COMMISSION**

November 16, 2015

6:00 PM

MEETING WILL BE IN THE PLANNING AND ZONING MEETING ROOM LOCATED AT 1322 HAYES ROAD

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. APPROVAL OF MINUTES: October 19, 2015 *meeting*
 October 26, 2015 *special meeting*
 November 3, 2015 *special meeting*
5. CONSENT AGENDA: None
6. OTHER: Duane Hoffman/Elmira Township Planning Commission/*MUZ Zoning District*
7. PUBLIC PARTICIPATION FOR ITEMS NOT ON THE AGENDA:
(Please identify yourself for the record. All comments will be limited to two (2) minutes)
8. PUBLIC HEARINGS: None
9. ADVERTISED CASES: None
10. NEW BUSINESS
11. UNFINISHED COMMISSION BUSINESS
12. REPORTS AND COMMISSION MEMBER'S COMMENTS:
 1. Otsego County Parks & Recreation report/Judy Jarecki
 2. Update on Medical Marijuana Legislation/*Publication*
 3. Parliamentary Motions Guide/Zoning Training
13. ADJOURNMENT

Otsego County Planning Commission

Proposed Minutes for October 19, 2015

Call to Order: 6:00pm by Chairperson Hartmann

Pledge of Allegiance

Roll Call:

Present: Chairperson Hartmann, Vice-Chairperson Jarecki, Secretary Arndt, Mr. Borton, Mr. Hilgendorf, Ms. Nowak, Mr. Klee, Mr. Hendershot, Mr. Mang, Ms. Corfis

Absent: Mr. Brown

Staff Present: Mr. Schlaud, Ms. Boyak-Wohlfeil

Public Present: Amy Rodriguez, Telecad/Parallel representative, Rob Labell, Verizon representative, John Ernst, Joe Hughes, Wolverine Power Supply, Joshua Clark, Sam G., Joyce Angel, William Delaney, Colleen Kujawa, Andrew Kujawa, Randy Stults, Frank Kestler, Mark One, Christopher Deckrow, High Elevation

Approval of minutes from: September 21, 2015

Mr. Mang suggested an addition to the fourth paragraph page three (3) 'Members also voiced issues with the scale of the site plan...adding 'Members also voiced issues with the *'lack of'* scale to the site plan...'

Motion made to approve minutes as corrected by Mr. Hilgendorf; Seconded by Mr. Arndt.

Motion approved unanimously.

Consent Agenda: None

Other: None

Public participation for items not on the agenda:

Joe Hughes, representing Wolverine Power Supply Cooperative Inc stated they had applied for a site plan review and had presented to Hayes Township for the addition of a transmission substation located on Wolverine's property on Van Tyle Rd. He requested a special meeting for Monday October 26th to present to the Otsego County Planning Commission.

After making sure a quorum would be present, the meeting was scheduled.

Public Hearing:

1. Telecad Wireless, representative of Telecom Infrastructure V LLC and Cottontails Inc, owner has requested a Special Use Permit/Site Plan Review for property located in Bagley Township:

Nancy Ln

010-021-100-020-01

Property located in a B1/Local Business Zoning District

PSUP15-006- proposed use of the property is the installation of a wireless communication tower one hundred ninety feet (190') or less

Chairperson Hartmann opened the public hearing.

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Public Hearing open: 6:06pm

Amy Rodriguez, Telecad Wireless representing Parallel Infrastructure, along with Robert Labell, attorney representing Verizon and Parallel stated they were proposing a new telecommunication facility off Nancy Ln in Gaylord. It is a one hundred eighty-six foot (186') monopole and a four foot (4') lightning rod within a one hundred by one hundred foot leased area, containing a fenced compound of fifty by fifty feet. The front will be landscaped and the remaining area is surrounded by existing trees. The tower is less than two hundred feet (200') so additional lighting is not anticipated by the FAA (Federal Aviation Administration). The tower is designed to allow four (4) carriers and will be available to three (3) others besides Verizon. She displayed propagation maps showing coverage before and after the tower installation.

Ms. Nowak asked why they were not able to collocate on any of the other five (5) towers around the County.

Mr. Labell pointed out the towers on the propagation maps stating each tower covered a particular area or *cell*. They were trying to piece the areas together to fill in the gaps without overlapping, hence the term *cellular coverage*. He stated if the tower coverage overlapped, it would create interference and coverage would be worse than no coverage at all.

Mr. Hendershot asked about the status of the Verizon tower located on Old State Rd. and what was the timeframe for construction.

Mr. Labell stated he was not familiar with the area and did not know the status of the tower referenced. He stated perhaps something in the capital build plan had received a higher priority but Parallel would be constructing spring of 2016.

It was stated updated information on the Verizon tower was on the agenda.

Joshua Clark questioned if other carriers expressed interest in collocating and what other towers were collocated.

Mr. Labell stated Verizon had the largest network area in Michigan and if Verizon had a hole in their coverage then other carriers did as well. It is typically not long before another carrier is added to the tower and state law requires collocation.

Mr. Arndt stated Bagley Township was recommending approval of the tower. The site had been visited and the placement was pushed back in the woods with screening all around; only the very top of the tower would be seen above the trees.

Chairperson Hartmann closed the public hearing.

Public Hearing closed: 6:21pm

Advertised Case:

1. Telecad Wireless, representative of Telecom Infrastructure V LLC and Cottontails Inc, owner has requested a Special Use Permit/Site Plan Review for property located in Bagley Township:

Nancy Ln

010-021-100-020-01

Property located in a B1/Local Business Zoning District

PSUP15-006- proposed use of the property is the installation of a wireless communication tower one hundred ninety feet (190') or less

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Motion made by Mr. Arndt to approve Telecad Wireless Special Use Permit PSUP15-006 for the installation of a wireless communication tower as proposed; Seconded by Mr. Klee.

Motion approved unanimously.

Public Hearing:

2. Telecad Wireless, representative of Telecom Infrastructure V LLC and Anna Cook, owner has requested a Site Plan Review for property located in Livingston Township:

2617 Murner Rd

080-020-200-025-01

Property located in an AR/Agricultural Resource Zoning District

PSPR15-002-proposed use of the property is the installation of a wireless communication tower one hundred ninety feet (190') or less

Chairperson Hartmann opened the second public hearing.

Public Hearing open: 6:22pm

Amy Rodriguez stated a second telecommunication facility was being proposed for location at 2617 Murner Rd in Gaylord. It is also a one hundred eighty-six foot (186') monopole with a four foot (4') lightning rod within a one hundred by one hundred foot leased area, containing a fenced compound of fifty by fifty feet. The compound will be landscaped with six foot (6') spruce trees around the entire perimeter and the tower is less than two hundred feet (200') so additional lighting, again is not anticipated by the FAA. This tower is also designed for four (4) carriers with Verizon being committed to locating on the tower. Again she displayed propagation maps showing coverage before and after the tower installation stating this was the best location the engineers had identified to meet the coverage needs and avoid interference with the other towers in the area.

Chairperson Hartmann questioned the height requirements for the FAA for lighting.

Ms. Rodriguez stated as a general rule, anything less than two hundred feet (200') did not require lighting but they would still apply for approval.

Mr. Labell stated there would be a light by the door on the structure with a 120 watt light bulb shining downward but no additional lighting on the tower; there would not be a beacon light.

Owners from neighboring properties spoke in opposition of the tower.

Mr. Labell stated this was a site plan review; the tower was a permitted use in this district. They were trying to make the tower as unobtrusive as possible. He also stated the lights currently placed on the towers were shrouded and reflected upwards.

Chairperson Hartmann stated he sympathized with the neighbors but this was a permitted use in an AR Zoning District and would have to be allowed.

Mr. Mang stated Livingston Township had recommended approval of the tower.

He was questioned why the neighboring owners were not notified of the township meeting.

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Mr. Mang stated the township was a governing body making recommendations to the County and the County notified the public before their meeting. This was a permitted use in this district and the site plan review was to make sure the requirements of the zoning ordinance were met.

Chairperson Hartmann closed the public hearing.

Public Hearing closed: 6:45pm

Advertised Case:

2. Telecad Wireless, representative of Telecom Infrastructure V LLC and Anna Cook, owner has requested a Site Plan Review for property located in Livingston Township:

2617 Murner Rd

080-020-200-025-01

Property located in an AR/Agricultural Resource Zoning District

PSPR15-002-proposed use of the property is the installation of a wireless communication tower one hundred ninety feet (190') or less

Motion made by Mr. Hilgendorf to approve Telecad Wireless Site Plan Review PSPR15-002 for the installation of a wireless communication tower one hundred ninety feet (190') tall; Seconded by Mr. Borton.

Motion passed unanimously.

Public Hearing:

3. Christopher Deckrow, owner has requested a Special Use Permit/Site Plan Review for property located in Bagley Township:

625 Alpine Rd/010-028-200-010-00

4029 Old 27 S/010-028-200-020-00

4049 Old 27 S/010-028-200-025-00

Property located in a B3/ Business, Light Manufacturing Zoning District

PSUP15-007- proposed use of the property is the installation of an inflatable amusement park

Chairperson Hartmann opened the third public hearing.

Public Hearing open: 6:47pm

Christopher Deckrow stated he lived nearby with his wife and seven (7) children and felt there were not enough activities in Gaylord for families to do together. They had purchased an inflatable 'bouncy house' for his family's enjoyment and discovered it was a huge attraction for children. He was proposing an amusement park on his property in Bagley Township on Old 27 South and Alpine Dr. consisting of many inflatable structures to not only attract local families but also to make Gaylord home to the world's largest inflatable slide. He stated there is a huge array of inflatable structures to choose from including bouncy houses, ball pits, slides, mazes, and so on. Mr. Deckrow stated he has been in touch with a company in California and they will build him the largest slide in the world. He proposed concessions along with an outdoor theater featuring classic movies for the adults.

Ms. Nowak questioned what would be done during the colder months to keep the structures warm and prevent them from cracking.

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Mr. Deckrow stated the newer structures were all fabric made of a fire retardant material and heated air could be pumped into them so they could be used all year round. He stated they were possibly considering a covered structure to allow them more leeway during the winter months. The inflatables would sit on top of the ground attaching with earth anchors that are actually drilled into the ground and could withstand a one hundred and twenty (120) mile an hour wind.

Ms. Nowak also questioned the fact the Gaylord Discovery Center could not attract enough interest, what would prevent the same outcome.

Mr. Deckrow stated the Discovery Center was geared more toward learning activities and for the schools and not just for fun. He hoped to make the park a 'go to' destination referencing Michigan Adventure and Six Flags Amusement Parks. He wanted to draw more people into the Gaylord area.

Mrs. Deckrow stated the activities at the Gaylord Discovery Center were basically the same and after her children participated a few times, they were bored. She continued that the inflatables could be rotated on a regular basis stating the possibilities were endless.

Mr. Arndt stated Bagley Township had recommended approval of the special use permit but had questions concerning lighting and safety. He asked that the issues of lighting, fencing and concessions be addressed.

Mr. Deckrow stated there would be a 5½-6 foot wire mesh fence surrounding the park, hands would be stamped upon entrance, much like the Chuck E Cheese system, preventing children from leaving with anyone other than who they came with, and a security guard would be on duty at all times. All concessions would be prepackaged, heat and eat, along with bottled sodas and waters. He stated the Health Department did not have any problems as long as all products were from a FDA (Food and Drug Administration) approved manufacturer.

Vice chairperson Jarecki questioned previous ownership and possible contamination.

Mr. Deckrow stated the property had been cleaned up prior to their purchase. The inflatables would not cause any contamination what so ever.

Frank Kestler, Mark One, stated there was contamination leeching underground from Cooper Standard Products. It was leeching on to their property to the east on Alpine Road also.

Mr. Mang questioned the plumbing and sanitation facilities.

Mr. Deckrow stated the current office building had a public restroom facility and they were proposing to build an additional restroom handicapped accessible with family changing facilities. They would use the current facilities supplemented with porta johns in the meantime. He stated the Health Department did allow the use of porta johns in conjunction with their current restroom.

Mr. Kestler, Mark One, a neighboring property owner opposed the approval of the special use permit stating he did not feel the location was appropriate and was inconsistent with other businesses in the area. It was out of character and would not give a good first impression for his business dealings. He was also concerned with the safety siting large trucks drive through on a regular basis.

Ms. Corfis questioned the impervious surfaces for storm water drainage in the event of torrential rains. She also questioned the height and length of the fence along Alpine Road.

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Mr. Deckrow stated the only impervious surfaces were the existing parking lot and the new parking lot along Alpine Rd; all inflatable structures would sit directly on the ground and would be anchored in place. There would not be pooling in the park area and should rains be heavy or winds strong, the structures could be deflated quickly. He stated there would be a parking lot barrier between the gravel lot and Alpine Rd and the six-eight foot (6-8') fence would run from the building to the end of the lot and around the property. There would also be a fenced in area for smaller inflatables for little children on the south side of the park.

Mr. Kestler questioned the capacity of the park and the current septic system considering Otsego Lake across the street.

Mr. Deckrow stated he was told by the Health Department that his current facility would comply with 50-100 people supplementing with the porta johns. He said it seemed they were more interested in the handicapped accessible facilities.

Mr. Stults stated the Health Department requirements would ensure the restrooms were capable of handling the park and protect Otsego Lake as well.

Mr. Mang questioned the hours of operation because there was a lack of lighting on the site plan and he stated he still had a problem with the existing septic and asked if there were any Health Department requirements in writing.

Mr. Deckrow stated he had planned on adding carnival lighting throughout the park so he could be open later in the evening hours during the colder months with low lighting for particular structures. He stated the current men's restroom had two stalls and the women's one but they would add an additional stall. They were both already ADA (American with Disabilities Act) compliant but he did not have anything in writing from the Health Department.

Mr. Mang stated he thought there were inadequacies concerning the sanitation system and lighting.

Mr. Klee stated the Health Department would not allow the park to remain open if the sanitation system was insufficient.

Mr. Arndt stated they discussed the lighting in Bagley Township and he was concerned about lighting in the parking area for safety reasons.

Mr. Deckrow stated when the park was closed the lighting would be turned off but the parking area would remain lit with down lighting all night.

Mr. Borton asked for clarification on the barrier between the parking lot and Alpine Rd.

Mr. Deckrow stated there would be standard concrete parking barriers but if need be, he would install additional fencing or whatever else was required.

Vice Chairperson Jarecki stated she would like to see more dimensions added to the site plan along with the lighting plan and signage.

Mr. Stults stated the Planning Commission had the right to place certain conditions on the special use permit to make sure the ordinance was complied with and for the public's health, safety and welfare. He stated they could also make exceptions for certain items.

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Chairperson Hartmann closed the public hearing.

Public Hearing closed: 7:37pm

Advertised Case:

3. Christopher Deckrow, owner has requested a Special Use Permit/Site Plan Review for property located in Bagley Township:

625 Alpine Rd/010-028-200-010-00

4029 Old 27 S/010-028-200-020-00

4049 Old 27 S/010-028-200-025-00

Property located in a B3/ Business, Light Manufacturing Zoning District

PSUP15-007- proposed use of the property is the installation of an inflatable amusement park

Mr. Mang questioned the height of the structures and stated the maximum height of a building was thirty-five feet (35'). He would like to know what the height of these inflatable structures aka buildings would be.

Mr. Borton questioned the height of the world's largest inflatable referred to.

Mr. Deckrow stated he would like to install the world's largest inflatable slide but with the height restrictions mentioned it was still possible to bill the park 'the world's largest' just by mass alone. He had really anticipated the installation of the world's largest slide that currently stands at forty-two feet (42') but the company he was in contact with would build one up to fifty-five feet (55').

Mr. Hilgendorf stated he would like to see a better capacity calculation to help get a better idea of what was being proposed.

Mr. Schlaud questioned the capacity of each structure and also the electrical lay out for safety.

Mr. Deckrow stated there were restrictions for each inflatable and he would be sure to depict the electricals on the site plan.

Mr. Schlaud stated the design professional was there to help with a number of items being requested.

After more discussion, Mr. Deckrow was asked to provide additional information concerning the following issues:

- Dimensions added to the site plan
- Health Department approval for sanitation facilities in general
- Soil testing report
- Barrier details between both streets and parking
- Lighting (security, safety...)
- Electrical lay out
- Height and capacity of structures
- Complete landscaping
- Enclosures for inflatable structures designated

The case will be tabled until the information is received. Another public hearing will be held at that time.

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Public Hearing:

4. 2016-2021 Otsego County Capital Improvement Plan

Chairperson Hartmann opened the fourth public hearing.

Public Hearing open: 7:59pm

Mr. Hartmann stated the Capital Improvement Committee had met and one (1) additional road project was included in the new plan; the Seymore Road and Kujawa Road Project. Also, the Otsego County Jail priority was changed from 'urgent' to 'important'. The jail was no longer exceeding capacity due to the effectiveness of the Drug Court Program and a millage would be needed for funding.

Chairperson Hartmann closed the public hearing.

Public Hearing closed: 8:00pm

Advertised Case:

4. 2016-2021 Otsego County Capital Improvement Plan

Motion made by Mr. Hartmann to recommend adoption of the 2016-2021 Otsego County Capital Improvement Plan to the Otsego County Board of Commissioners; Seconded by Mr. Mang.

Motion approved unanimously.

Unfinished Commission Business:

1. Verizon Wireless Tower/247 Old State Rd/PSUP14-003 Extension

Verizon representative, Jonathan Crane had sent a letter requesting an extension of their Special Use Permit PSUP14- 003 on Old State Rd in Otsego Lake Township stating they had an issue with the leased property and were meeting with the Otsego County Road Commission on October 22nd to discuss the issue.

The extension was tabled for staff to make contact with Mr. Crane to request his appearance before the Planning Commission.

New Business:

1. Election of Officers

Mr. Mang nominated Mr. Hartmann, Mrs. Jarecki and Mr. Arndt to their current positions.

Motion to approve by Mr. Hilgendorf; Seconded by Mr. Klee

Motion approved unanimously

Mr. Hartmann elected *chairperson*

Mrs. Jarecki elected *vice-chairperson*

Mr. Arndt elected *secretary*

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2. Expiring Terms:

- a. Paul Hartmann
- b. Judy Jarecki
- c. Michael Mang

All three (3) members are considering their continuation of serving on the Otsego County Planning Commission. Applications will be forwarded to administration for reappointment by the Board of Commissioners.

3. Objective List Update/Forms

Members were given the updated objective list with items accomplished thus far this year. Chairperson Hartmann suggested moving this item to November's agenda.

Reports and Commission Member's Comments:

1. Otsego County Parks & Recreation report

Vice-Chairperson Jarecki reported the renovations at the Community Center were almost complete, the pavilion at Irontone Springs had its first rental and there was concern over owners bringing their dogs to Libke Field during football season and banning them was being considered. She stated Wah Wah Soo was closed along with the County Park. Cabin rentals had increased with several reservations for next year already.

3. Sample Checklist to Guide Decisions on Special Land Uses/Zoning Training

Adjournment: 8:16pm by Chairperson Hartmann

Ken Arndt; Secretary

Christine Boyak-Wohlfeil; Recording Secretary

Otsego County Planning Commission Special Meeting

Proposed Minutes for October 26, 2015

Call to Order: 6:00pm by Chairperson Hartmann

Pledge of Allegiance

Roll Call:

Present: Chairperson Hartmann, Secretary Arndt (arrived 6:20pm), Mr. Borton, Mr. Brown, Ms. Nowak, Mr. Klee, Mr. Hendershot, Mr. Mang, Ms. Corfis

Absent: Mrs. Jarecki, Mr. Hilgendorf

Staff Present: Mr. Schlaud, Ms. Boyak-Wohlfeil

Public Present: Joe Hughes, Wolverine Power Supply Cooperative Inc representative, Don Calverley, Wolverine Power, Brian Bejcek, Wolverine Power, John Ernst

Approval of minutes from: None

Consent Agenda: None

Other: None

Public participation for items not on the agenda: None

Public Hearing: None

Advertised Case: None

New Business:

1. *Wolverine Power Supply Cooperative Inc, owner is requesting a site plan review for property located in Hayes Township:*

5542 Van Tyle Rd/071-003-400-030-00

071-003-300-020-00

071-003-300-025-04

Property is located in a FR/Forest Recreation Zoning District

PZPR15-002- proposed use of the property is the installation of a transmission substation

Joe Hughes, Wolverine Power Supply representative stated Wolverine Power was proposing the installation of a transmission substation in Hayes Township to connect the Alpine Power Plant in Elmira Township to the existing electric transmission system. It would also connect Alpine Power to the existing International Transmission Company's (ITC) 138,000 transmission line which crosses the Hayes Township property. The power from the Alpine Power Plant will be delivered down Wolverine's existing corridor and will meet ITC's transmission line at the proposed site. The transmission station will switch the power on or off as needed. The interconnection will provide improved transmission reliability. Wolverine was currently in the process of updating all their existing substations between the Advance Transmission Station outside Boyne City to the current gas-fired power plant on Milbocker Rd. They will redo the Elmira Distribution Station on Flott Rd and M-32, the Alpine Distribution Station on Alba Rd and the substation within the Milbocker plant in addition to the new substation on Van Tyle Rd.

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Mr. Hughes stated Wolverine Power had acquired one hundred and twenty (120) acres off of Van Tyle Rd. and had a purchase agreement for an additional fifty (50) acres to be finalized the beginning of 2016. The substation will sit in the center in of the forty (40) acre parcel to the north. The property is over a ¼ mile north of Van Tyle Rd with the nearest house being eleven hundred feet (1,100') away. It is a large wooded piece of property screened from view with a two hundred foot buffer of trees.

The fenced area of the transmission station will be 372'x380' approximately 3.25 acres. The tallest structures will be the lightning masts approximately eighty feet (80') and the transmission line terminations inside the fencing will be approximately sixty-five feet (65') tall. The equipment building called the "Control House" will be 28'x60'x14.6' in height and will be used to protect the electrical metering and control equipment from the weather. The prefab building will be constructed of tan corrugated steel mounted on pylons with a steel floor..

Mr. Hughes stated the property is zoned Forest Recreation as are the surrounding properties. Steve Johnson has contacted the owners of these properties and no one has any issues or concerns. He pointed out the two (2) lights mounted on the control house by the exterior doors saying they were about twelve feet (12') from the ground shining downward. It will be visited twice a month for inspection and meter reading. There will be no personnel at the location. The security fence around the substation will be seven feet (7') of chain link with a one foot (1') barbed wire above that and a four foot (4') perimeter property fence of smooth wire. There will be a swing gate at the driveway on VanTyle Rd and with all the existing trees, landscaping was not needed. They could however put in some possible landscaping at the driveway entrance to dress it up but asked that wait to be decided after the driveway had been put in to see how it looked.

He stated they had obtained a soil erosion permit from the County, a storm water management permit from the Department of Environmental Quality (DEQ), a driveway permit from the Road Commission and he had met with Chief Duffield from Otsego County Fire Department and sent a letter stating there were not any issues and they will also obtain a building permit for the foundation from Land Use when they are ready to install in the building.

Mr. Arndt arrived 6:20 pm.

He displayed a map highlighting all the trees that will remain after the substation is complete along with the fencing and grassed area.

Chairperson Hartmann asked if this would all be ready next year.

Mr. Hughes stated it had to be ready to be brought online. He introduced the other members attending from Wolverine Power.

Mr. Schlaud stated normally he would have reviewed the site plan himself but because of the mass of the project, he requested Wolverine Power present it to the Planning Commission for their input. He stated he would review the other site plans for the existing substation upgrades.

Mr. Hughes stated they would submit those to the Land Use Department as they were ready.

Mr. Borton questioned the plan for the fifty (50) acre parcel being purchased the beginning of the year.

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Mr. Hughes stated they did not have any plans for the fifty (50) acres at the present. They purchased fifty-six (56) acres of the parcel to the west this year and will purchase the other fifty (50) next only because the owners did not want to sell the entire piece of property in the same year.

Mr. Mang questioned if this was a permitted use in a FR Zoning District.

Mr. Schlaud stated Section 22.1 Essential Services permitted the use by exemption from the Ordinance.

Mr. Hendershot stated Wolverine Power had presented to the Hayes Township Board and they had approved the site plan.

Mr. Arndt Stated he had visited the site and thought the location made good sense.

Motion made by Mr. Hendershot to approve site plan PZPR15-002 as presented by Wolverine Power per the presentation and drawings; Seconded by Mr. Borton

Motion approved unanimously.

Unfinished Commission Business:

1. Verizon Wireless Tower/247 Old State Rd/PSUP14-003 Extension

Mr. Schlaud read Section 19.11 Expiration of Special Use Permit aloud and stated Verizon had applied for an extension with the letter presented at October's regular meeting. They did not have to apply in person. It was up to the Planning Commission to grant the one (1) year extension.

Motion made by Mr. Hartmann to approve the one (1) year extension for PSUP14-003 for the Verizon Wireless Tower on Old State Rd; Seconded by Mr. Brown.

Motion approved unanimously.

2. Telecad Wireless fencing amendment request

Mr. Schlaud stated Telecad Wireless had requested an extension of their fenced in area from the 50'x50' compound area to the 100'x100' leased area.

After discussion, Mr. Schlaud stated he would request more information from Telecad.

Reports and Commission Member's Comments: None

Adjournment: 6:36pm by Chairperson Hartmann

Ken Arndt; Secretary

Christine Boyak-Wohlfeil; Recording Secretary

Otsego County Planning Commission Special Meeting

Proposed Minutes for November 3, 2015

Call to Order: 6:00pm by Chairperson Hartmann

Pledge of Allegiance

Roll Call:

Present: Chairperson Hartmann, Vice-Chairperson Jarecki, Mr. Borton, Mr. Brown, Ms. Nowak, Mr. Klee, Mr. Hendershot, Mr. Mang

Absent: Mr. Arndt, Mr. Hilgendorf, Ms. Corfis

Staff Present: Mr. Schlaud, Ms. Boyak-Wohlfeil

Public Present: Todd Seidell, *Ponsse representative*, Niki Diehl, Garrett Diehl

Approval of minutes from: None

Consent Agenda: None

Other: None

Public participation for items not on the agenda: None

Public Hearing:

1. Ponsse North America Inc, owner has requested a Special Use Permit/Site Plan Review for vacant property located in Livingston Township

Expressway Ct/081-235-000-036-00

Expressway Ct/081-235-000-037-00

The property is located in a B3/Business, Light Manufacturing Zoning District

PZSU15-009-proposed use of the property is to construct a metal building to be used as a truck servicing facility, primarily for the logging industry.

Chairperson Hartmann opened the public hearing.

Public Hearing open: 6:02pm

Todd Seidell, architect, Ponsse representative, stated Ponsse North America Inc was looking to build a facility in Gaylord and were currently operating a block away from the proposed site. He stated they manufactured logging equipment, serviced that equipment and this site would be a main service facility in this region of the country. He went on to say Ponsse is proposing to construct a seventy-five hundred square foot (7500) pre-engineered steel structure at the end of Expressway Court, much like the other structures in Card Commercial Park. There will be a small office and sales area but the facility will primarily service vehicles related to the logging industry; these were very unique vehicles used for logging and not the typical car or truck.

Mr. Seidell stated Ponsse has a five (5) year plan for expansion of their business projecting an increase in growth with the plant development in Grayling. They purchased both parcels at the end of Expressway Court for the potential of developing a complex of facilities. He passed around a rendering of the building and stated they currently had 5-6 employees with the possibility of more as the business grows; the building will be constructed

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on the parcel adjacent to the expressway with the second parcel left as is; parking areas will be graveled due to the large equipment being serviced; the site has city water but their own septic system, exterior lighting will be shielded around the perimeter of the building and they will work normal business hours.

Mr. Mang stated Livingston Township had recommended the special use but he was unable to attend that meeting. He had discussed the meeting with the Livingston Township Planning Commission chairperson and the planning commission felt the conditions had been met.

Chairperson Hartmann asked the public attending if there were any questions.

Niki and Garrett Diehl stated they lived on Meecher Road adjacent to the proposed site. They had small children and were concerned with the noise, the lights and the hours of operation but the issues had already been addressed.

Chairperson Hartmann closed the public hearing.

Public Hearing closed: 6:20pm

Advertised Case:

1. Ponsse North America Inc, owner has requested a Special Use Permit/Site Plan Review for vacant property located in Livingston Township

Expressway Ct/081-235-000-036-00

Expressway Ct/081-235-000-037-00

The property is located in a B3/Business, Light Manufacturing Zoning District

PZSU15-009-proposed use of the property is to construct a metal building to be used as a truck servicing facility, primarily for the logging industry.

Chairperson Hartmann asked for input from planning commission members.

Mr. Mang questioned the landscaping and the buffer width between zoning districts.

Mr. Seidell stated there were existing trees along the west side of the site and to the north a twenty foot buffer was in place.

After discussion on the buffer width, Mr. Seidell stated a forty foot (40') buffer would be maintained.

Mrs. Jarecki questioned the number of parking spaces.

Mr. Seidell stated the site will be gravel covered so additional parking is not a problem.

Chairperson Hartmann questioned the truck wash bay.

Mr. Seidell stated the wash bay was basically a hose to rinse the vehicles prior to servicing; the water goes into a containment vessel and then pumped out.

Chairperson Hartmann requested a motion.

Otsego County Planning Commission Special Meeting

Proposed Minutes for November 3, 2015

Motion made by Mr. Mang to approve PZSU15-009 special use permit/site plan review as presented by Ponsse North America Inc with the condition of maintaining a forty foot (40') landscaped buffer area to the north between agricultural and residential zoning districts; Seconded by Mr. Hendershot.

Motion approved unanimously.

Unfinished Commission Business: None

New Business: None

Reports and Commission Member's Comments: None

Adjournment: 6:25pm by Chairperson Hartmann

Ken Arndt; Secretary

Christine Boyak-Wohlfeil; Recording Secretary

Otsego County “Multiple Use Zoning (MUZ)”

ARTICLE XXX Main Street Multiple Use Zoning (MUZ)

Intent

Main Street Multiple Use Zoning (MUZ) is established for the purpose of accommodating the highest concentration of retail and service establishments. It is designed with the intent to promote a pedestrian-oriented and accessible, central commercial service district where a variety of mutually supporting retail, office, commercial, civic and limited residential uses are permitted. Collectively, the uses permitted in this district are intended to provide a convenient and attractive retail and service center for the community, its rural trade area, and tourist traffic. A prime characteristic of this district is the offering of a variety of goods and comparison shopping opportunities directed primarily at the pedestrian shopper.

Each use shall be complementary to the stated function and purpose of the district and shall not have adverse impact upon street capacity, safety, and utilities. In an effort to encourage this type of character, and provide for the health, welfare and safety of the pedestrian in the area, drive-in and drive-through operations are excluded from this district.

The Main Street MUZ is further designed and intended to:

- A. Encourage innovative, traditional, and neo-traditional commercial and mixed use developments.
- B. Encourage a lively social environment and economically viable downtown with a wide variety of uses in a pedestrian-oriented setting, with on-street customer parking.
- C. Extend greater opportunities for traditional community living, working, housing and recreation to all citizens, residents, and visitors of the community.
- D. Encourage a more efficient use of land and public services, and to reflect changes in technology of land development by directing new development in a traditional, compact, and consolidated pattern of mixed use.
- E. Promote a walkable community and blend land uses to minimize traffic congestion.
- F. Prohibit the development of drive-in and drive-through facilities which contribute to traffic congestion and pose a threat to the pedestrian environment.

G. Promote the creation of community places which are oriented to the pedestrian, thereby promoting citizen security and social interaction.

H. Promote structures that are harmonious in overall design and development pattern.

I. Encourage development of a community "Main Street" with mixed land uses, on-street customer parking, and a continuous series of building facades and store fronts which not only serves the needs of the immediate neighborhood, but also the surrounding areas.

Section XXX.1 Principal Uses Permitted

No building or land shall be used, and no building shall be erected, except for one or more of the following specific uses:

XXX.1.1 Art galleries.

XXX.1.2 Business establishments which perform services on premises such as, but not limited to, banks, savings and loans and credit unions, pedestrian oriented automated teller machine facilities.

XXX.1.3 Dry cleaning establishments, or pick-up stations, dealing directly with the consumer, limited to two-thousand (2,000) square feet of floor area. Central dry cleaning plants serving more than two (2) retail outlets shall be prohibited.

XXX.1.4 Hotels, bed and breakfast inns, and bed and breakfast houses with more than four (4) rooms must meet off street parking requirements of **Article 21.18.6.4, page xxi-13.**

XXX.1.5 Professional offices. Office for medical, dental, legal, engineering, architectural, accounting services, brokerage houses, insurance, real estate, or travel agencies with a footprint of up to seven-thousand (7,000) square feet.

XXX.1.6 Mixed-use buildings, with business, commercial, or service uses on the ground floor, and residential or office uses on upper floors. Where there is mixed business/office and residential use in a building there shall be provided a separate, private pedestrian entranceway for the residential uses.

XXX.1.7 Newspaper offices and publishers, and commercial printers with a footprint of up to seven-thousand (7,000) square feet.

XXX.1.8 Restaurants, including those with outdoor eating areas, carry-out, and open front restaurants, subject to the following site design standards:

XXX.1.8.1 Outdoor eating areas may be on a public right-of-way, on a building roof top, as part of a patio or deck, or within the boundaries of a parcel or lot.

XXX.1.8.2. A minimum of four (4) feet of public sidewalk along the entire eating area and leading to the entrance of the establishment shall be maintained free of tables and other encumbrances. The pedestrian area shall also be free from benches, waste receptacles, fire hydrants, and similar structures. If the sidewalk is not wide enough to allow for a four (4) foot wide clearance for circulation, the outdoor eating area shall not be permitted on a public sidewalk.

XXX.1.8.3 The outdoor eating area shall be kept clean, litter-free within and immediately adjacent to the area of the tables and chairs. Additionally, all waste generated on site shall be contained by the owner, which may require outdoor waste receptacles. Owners are responsible for all wastes so generated. Written procedures for cleaning and waste containment and removal responsibilities must be included with all applications.

XXX.1.8.4 Tables, chairs, planters, waste receptacles, and other elements of street furniture shall be compatible with the architectural character of the adjacent buildings. If table umbrellas will be used, they shall complement building colors. All tables, chairs, umbrellas, and other furniture and fixtures must be stored inside the building or in an alternate location other than a public sidewalk, except 30 minutes prior to opening until 60 minutes after closing.

XXX.1.8.5 Such areas are permitted seasonally between April 1 and October 31. The hours of operation for the outdoor eating area shall be established and noted with the application.

XXX.1.8.6 The owner of an outdoor eating area may apply for two event permits outside of the normal season of not more than 10 days combined. All other outdoor eating area requirements apply.

XXX.1.8.7 The issuance of a permit for an outdoor eating area does not constitute a separate business.

XXX.1.9 Personal service establishments within a completely enclosed building, provided that each occupies a total usable floor area of not more than seven-thousand (7,000) square feet, including but not limited to such uses as: repair shops (watches, radio, television, shoes, etc.), tailor and dressmaking shops, beauty parlors and styling salons, barber shops, photographic studios, film processing outlets, copy centers, interior decorators, postal centers, and computer services.

XXX.1.10 Public, quasi-public, and institutional uses such as, but not limited to, municipal buildings and offices, court houses, public off-street parking facilities,

libraries, museums, public safety facilities, parks and playgrounds, post offices, and civic centers, and schools, but excluding storage yards.

XXX.1.11 Retail businesses which supply commodities on the premise with a footprint of up to seven-thousand (7,000) square feet, such as but not limited to: groceries, meats, fruits and produce, dairy products, baked goods, candies, wine (specialty wine shops only) and other specialty food products (such products can be produced on the premises as an accessory use provided they are sold on the site at retail prices); and stores selling drugs, dry goods, flowers, clothing, notions, books and magazines, toys, sporting goods, shoes, tobacco products, musical instruments, recorded music, video rentals and sales, gifts and souvenirs, antiques, furniture, and hardware.

XXX.1.12 Retail sales with a footprint of up to seven-thousand (7,000) square feet in which both a workshop and retail outlet or showroom are required, such as plumbing, electrical, interior decorating, upholstering, printing, photographic-reproducing, radio, and home appliance and similar establishments of similar character subject to the provision that not more than eighty percent (80%) of the total useable floor area of the establishment shall be used for servicing, repairing, or processing activities and further provided that such retail outlet or showroom activities area shall be provided in that portion of the building where the customer entrance is located.

XXX.1.13 Cocktail lounges, bars, taverns (pubs), and brewpubs (excluding drive-in restaurants and those with drive-through facilities), where the patrons are served within the building occupied by such establishment.

XXX.1.14 Studios for art, music, dance, or theatrical instruction or fitness centers with footprint of up to seven-thousand (7,000) square feet.

XXX.1.15 The following in-home uses provided no more than 25% of floor area may be used for such purpose:

XXX.1.15.1 Offices and home occupations when operated within the confines of a one family dwelling as an accessory to living quarters. Permit criteria for these uses include Article 4 (R1 Residential District).

XXX.1.16 Existing Residences.

Section XXX.2 Permitted Uses Subject to Special Conditions

The following uses may be permitted subject to the conditions herein imposed for each use, the review standards of Article 4.2 and only after the review and approval of the site plan by the Otsego County Planning Commission. See Article 21 for applicable specific Requirements for Certain Uses, if any, and Article 23 for site plan requirements.

XXX.2.1 Indoor recreational centers, including the following: bowling alleys, roller and ice skating rinks, pool or billiard halls, pinball and mechanical amusement device arcades, and other general indoor recreation facilities, with a footprint of up to seven-thousand (7,000) square feet.

XXX.2.2 Hardwares, equipment rental, and building supplies where the size is limited to seven-thousand (7,000) square feet total, of which less than two thousand (2,000) square feet is outdoor storage. The Otsego County Planning Commission may permit outdoor storage for such uses provided it determines the design, placement, and screening of such outdoor storage complies with the requirements of this ordinance.

XXX.2.3 Mortuaries and funeral homes with a footprint of up to seven-thousand (7,000) square feet.

XXX.2.4 Party stores (convenience stores) with a footprint of up to seven-thousand (7,000) square feet.

XXX.2.5 Senior housing, assisted living facilities, or assisted day care facilities with a footprint of up to seven-thousand (7,000) square feet.

XXX.2.6 Accessory buildings with a footprint not greater than eight-hundred (800) square feet.

XXX.2.7 Utilities. All utilities and service structures when their operating requirements necessitate locating the facilities within the district in order to serve the immediate vicinity (storage yards excluded) shall be located underground except where above ground equipment such as transformers, control panels, service connections and meters are required. All above ground equipment shall be located at the rear of the building. Permitted criteria includes Article 21.10 regarding screening and fence.

XXX.2.8 Wireless telecommunications towers and facilities one hundred (100) feet or less in height. Permit criteria is included in Article 21.46.

XXX.2.9 Unlisted property uses if authorized under Article 21.44.

Section XXX.3 Development Requirements.

Buildings in the Main Street MUZ should possess architectural variety, and must enhance the overall cohesiveness of the Main Street MUZ character and appearance as determined and described herein. Except as otherwise noted, buildings and uses in the Main Street MUZ shall comply with the following requirements:

XXX.3.1 The ground floor use shall be considered the main use of the building.

XXX.3.2 Building Placement. Buildings shall be built so that the front building line is within the Build-to-Area. The Otsego County Planning Commission may require greater setbacks if such space, in their determination, is needed for other requirements.

XXX.3.2.1 Buildings shall have the greatest portion of front coverage along the primary street(s).

XXX.3.2.2 Buildings may have up to forty percent (40%) or 40 feet of front façade recessed from the Build-to-Area to allow for courtyards and plazas.

XXX.3.2.3 Cantilevered or self-supporting awnings, signs, or lights may extend into the setback area; however they must be a minimum of four (4) feet away from curbs and shall not be within eight (8) feet of the side property lines.

XXX.3.3 Building Height. New buildings shall contain at least two (2) stories unless the Otsego County Planning Commission determines requiring a second story will not significantly distract from the character and appearance of the Main Street MUZ.

XXX.3.4 Not more than forty percent (40%) of any given floor, other than the basement, may be used for bathrooms, closets, halls, utility or storage spaces, and only where incidental to the primary use. All of the basement (100%) may be used for these incidental uses. Storage areas shall be in the rear one half (1/2) of the building.

XXX.3.5 Facade Design. All visible building facades from a public right-of-way or public land shall conform to the following design criteria:

XXX.3.5.1 Architectural Features. Building facades greater than thirty-three (33) feet in length shall contain architectural features, details and ornaments. Elements such as wall clocks, decorative light fixtures, and door or window canopies are recommended. Blank, windowless walls are prohibited.

XXX.3.6 All non-residential buildings must have interior downspout and gutter systems. Exterior downspouts and gutters are not permitted for non-residential buildings, except for those originally constructed for single-family residential purposes.

XXX.3.7 Fenestration. All facades visible from the street must contain glazed glass windows. Spaces between windows shall be formed by columns, mullions, or material found elsewhere on the facade. Clear window glass is recommended; green, blue, bronze, or smoke tints are permitted.

XXX.3.7.1 Glazing on the first floor shall occupy a minimum twenty five percent (25%) of the façade. No glazing on first floor shall be placed less than two (2) feet six (6) inches above the sidewalk.

XXX.3.7.2 Glazing on the second or higher floors shall be a minimum of twenty percent (20%).

XXX.3.8 Building Materials. Building materials must be consistent with the surrounding neighborhood character. Building materials on the front façade or any façade visible from a public right-of-way must be primarily of natural materials (brick, stone, wood, cast stone, or other approved material). Each front façade, any façade visible from a public right-of way, and any façade with a dedicated public entrance into the building should contain at least sixty percent (60%) of the recommended materials listed below, excluding window areas.

XXX.3.8.1 Recommended Materials: brick, stone, wood, and cast stone.

XXX.3.8.2 Acceptable Materials. Split face, scored, or ground face block; beveled wood siding (lap, board and batten, shake); exterior finish insulation systems (EIFS).

XXX.3.8.3 Other synthetic or highly-reflective materials should not be used, except for decorative or accent features, and limited to a maximum of ten percent (10%) of any face of a story.

XXX.3.8.4 The following materials are prohibited within ten (10) feet of the building grade: smooth faced block, smooth concrete, vinyl or metal siding.

XXX.3.8.5 The following materials are prohibited: opaque and reflective glass, T-111 panels, metal siding including aluminum siding and standing seam panels.

XXX.3.9 Side or Rear Façade Design. All sides of a building shall be similar in design and material to present a cohesive appearance to neighboring properties. Wherever a side or rear façade is visible from a public right-of-way, or if parking is located at the side or rear of a building, the façade shall be designed to create a pleasing appearance or as described within this Article.

XXX.3.10 Building Entrances. All buildings shall have at least one (1) primary public customer entrance that faces a public street unless a building does not face a public street. Rear entrances are permitted only if there is a primary entrance from a public street.

XXX.3.11 Mechanical Equipment. All units and appliances for central air conditioning, high voltage electrical (HVAC) systems, exhaust pipes or stacks, elevator housing and satellite dishes or other telecommunications receiving devices shall be thoroughly screened from view from the public right-of-way and

from adjacent properties by using walls, fences, roofline elements, penthouse-type screening devices or landscaping. Outdoor burning equipment is prohibited.

XXX.3.11.1 Fire escapes shall not be permitted on a building's front façade. In buildings requiring a second means of egress pursuant to the local building codes, internal stairs or other routes of egress shall be used.

XXX.3.11.2 Solid metal security gates or solid roll-down metal windows shall be prohibited. Link or grill type security devices shall be permitted only if installed from inside, within the window or door frames; or if installed on the outside, if the coil box is recessed and concealed behind the building wall. Security grills shall be recessed and concealed during normal business hours.

XXX.3.12 Service Access. A designated loading space shall be reserved at the rear of the building. Loading from secondary streets may be permitted by the Otsego County Planning Commission upon demonstration by the applicant that through traffic flow and access to neighboring uses will not be disrupted.

XXX.3.13 Landscaping. Landscaping is an integral part of this district and shall compliment this district and surrounding uses. Landscaping shall comply with the provisions elsewhere in this ordinance.

XXX.3.14 Courtyards and Plazas. Exterior public and semi-public spaces, such as courtyards or plazas, shall be designed for function, enhance surrounding buildings, and provide amenities for users in the form of textured paving, landscaping, lighting, trees, benches, trash receptacles, and other items of street furniture as appropriate. Courtyards shall have recognizable edges defined on at least three (3) sides by buildings, walls, elements of landscaping, and elements of street furniture in order to create a strong sense of enclosure.

XXX.3.15 Sidewalks. Sidewalks shall be provided, maintained, repaired, and/or replaced by the property owner. Sidewalks shall conform to placement and level of adjacent neighborhood sidewalks or be located one (1) foot inside of the street right-of-way along all streets abutting the property. Sidewalks shall be a minimum of forty eight (48) inches wide, or the width of adjoining sidewalks as approved during site plan review. Greater width may be required during site plan review. Sidewalk sections shall be maintained, repaired or replaced when they are deemed hazardous. Such maintenance, repair or replacement shall be completed within forty five (45) days of written notice by Otsego County Building and Zoning.

XXX.3.16 Utilities. All utilities and service structures when their operating requirements necessitate locating the facilities within the district in order to serve the immediate vicinity (storage yards excluded) shall be located underground except where above ground equipment such as transformers, control panels, service connections, and meters are required. All above ground equipment shall

Draft July 21, 2014 GT
Revised 6/17/15; 8/4/15

be located at the rear of the building. Permitted criteria includes Article 21.10, and 21.18.5, and 21.18.6 regarding screening and fencing.

XXX.3.17 Enclosed Buildings. Within the Main Street MUZ, all activities, unless specifically provided for herein, shall be conducted entirely within an enclosed building.

XXX.3.18 Parking Requirements. Parking in this district, except for hotels and bed and breakfast inns with more than four (4) rental rooms, is not subject to the parking requirements elsewhere in this ordinance for land uses that comply with the requirements of this district. On-street parking is encouraged in this district. Off-street parking may be provided to the rear of a building or in publicly owned designated lots.

ARTICLE XYY Town Center Multiple Use Zoning (MUZ)

Intent

Town Center Multiple Use Zoning (MUZ) is established for the purpose of accommodating moderately heavy residential density with some retail and service business. Collectively the uses permitted in this district are intended to provide a convenient and attractive living community. It is designed and intended to be walkable, thus enhancing the Main Street MUZ, and providing a transition from the Main Street MUZ to other land uses. It is further intended to be residential in appearance and character with primarily off street parking. Streets are intended to have sidewalks.

Section XYY.1 Principal Uses Permitted

No building or land shall be used and no building shall be erected except for one or more of the following specified uses:

XYY.1.1 Single-family and duplex dwellings. These shall be built to the Build-to-Lines in a traditional residential style.

XYY.1.2 Apartment buildings. Apartment buildings may contain up to eight (8) units per building.

XYY.1.3 Churches. Churches, temples, and similar places of worship, limited to a footprint of thirty-five hundred (3,500) square feet.

XYY.1.4 Utilities. All utilities and service structures when their operating requirements necessitate locating the facilities within the district in order to serve the immediate vicinity (storage yards excluded) shall be located underground except where above ground equipment such as transformers, control panels, service connections, and meters are required. All above ground equipment shall be located at the rear of the building. Permit criteria include Article 21.10, and 21.18.5, and 21.18.6 screening and fence.

XYY.1.5 Laundromats (self-service or coin operated) up to a footprint of a thousand (1,000) square feet.

XYY.1.6 Parks.

XYY.1.7 Community centers or similar places of assembly when conducted completely with enclosed buildings with a footprint of up to seven-thousand (7,000) square feet.

XYY.1.8 Senior housing, licensed residential care facilities with a footprint of up to seven-thousand (7,000) square feet.

XY.1.9 The following in-home uses provided no more than 25% of the floor area may be used for such a purpose:

XY.1.9.1 Offices and home occupations when operated within the confines of a single family dwelling as an accessory to living quarters. Permitted criteria for these uses include **Article 4 (R1 Residential District)**.

Section XY.2 Permitted Uses Subject to Special Conditions

The following uses may be permitted, subject to the conditions herein imposed for each use, the review standards of **Article 4.2** and only after the review and approval of the site plan by the Otsego County Planning Commission. See **Article 21** for applicable specific requirements for certain uses, if any, and **Article 23** for site plan requirements.

XY.2.1 Apartment buildings with greater than eight (8) units per building.

XY.2.2 Transitional Shelters. Temporary shelters, overnight shelters, and temporary residences.

XY.2.2.1 A minimum of 120 square feet of area per individual occupant shall be provided.

XY.2.2.2 Up to six (6) non-related occupants may be allowed.

XY.2.3 Unlisted property uses if authorized under **Article 21.44**.

Section XY.3 Development Requirements

Buildings in the Town Center MUZ shall possess residential style architectural variety, but must enhance the overall cohesiveness of the Town Center MUZ's character and appearance as determined and described herein. Except as otherwise noted, buildings and uses in the Town Center MUZ shall comply with the following requirements:

XY.3.1.1 Building placement. Buildings shall be built so that the front building line is within the Build to Area. The Otsego County Planning Commission may require greater setbacks if such space, in their determination, is needed for other requirements.

XY.3.1.2 Building Design. Buildings shall be of traditional residential home architecture and style.

XY.3.1.2.1 A porch at the main floor level shall be on the front street façade measuring one hundred twenty (120) square feet or ten percent (10%) of the main floor area, whichever is greater.

XY.3.1.2.2 Main floor level shall be elevated thirty two (32) inches to forty eight (48) inches above the grade at the Build-to-Line.

XY.3.1.3 Building Materials. Building materials that produce the traditional style look are required. The following materials are prohibited on the exterior walls: exposed concrete or cement blocks above the foundation, asbestos siding, tar or felt paper, T-111 panels, and standing seam panels.

XY.3.1.4 Sidewalks. Sidewalks shall be provided, maintained, repaired, and/or replaced by the property owner. Sidewalks shall conform to placement and level of adjacent neighborhood sidewalks or be located one (1) foot inside of the street right of way along all streets abutting the property. Sidewalks shall be a minimum of forty eight (48) inches wide, or the width of adjoining sidewalks, or as approved during site plan review. Greater width may be required during site plan review. Sidewalk sections shall be maintained, repaired or replaced when they are deemed hazardous. Such maintenance, repair or replacement shall be completed within forty five (45) days of written notice by Otsego County Building and Zoning.

XY.3.1.5 Mechanical Equipment. All mechanical equipment and appliances for central air conditioning, telecommunications, and other such devices shall be located in the rear of the building. Outdoor burning units (stoves/furnaces) are prohibited.

XY.3.1.6 Landscaping. Landscaping is an integral part of this district and shall compliment the district and surrounding uses. Permit criteria are included in [Article 21.18](#).

XY.3.1.7 Utilities. All utilities and service structures shall be located underground except such equipment as transformers, control panels, service connections and meters. All above ground equipment shall be located at the rear of the building. Permit criteria include [Article 21.10](#) regarding screening and fence.

XY.3.1.8 Shared driveways. Sharing of driveways is allowed with a written agreement that is recorded at Otsego County on all applicable deeds. Permit criteria include [Article 25.3](#)

Define in the Otsego County Ordinance, Section 2.2

Build-to-Area is defined as the space within the Build-to-Line and the Lot Line Sides. The Build-to-Area may vary a distance on either side of the Build-to-Line. The distance is determined by measuring the number of feet between the Build-to-Line and the Public right-of-way and multiplying the number of feet by ten (10) percent.

Build-to-Line is defined as the line of vertical plane formed by the planned building façade that is parallel to the road right-of-way and extends to and coincides with the plane of the front façade of existing or planned buildings along the same right-of-way.

Fenestration is defined as meaning the arrangement of windows and doors on the elevations of a building.

Glazing is defined as meaning furnishing or fitting with glass all surfaces on a fenestration.

Neo-traditional is defined as reviving traditional methods; combining tradition with newer elements.