

**OTSEGO COUNTY
PLANNING COMMISSION**

June 19, 2017

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: From April 17, 2017 meeting
5. CONSENT AGENDA
6. OTHER
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
9. ADVERTISED CASES
10. UNFINISHED COMMISSION BUSINESS
 1. Article 23 Site Plan Review - *Proposed changes*
 2. Section 21.38 Signs and Billboards – *Proposed changes*
11. NEW BUSINESS
12. REPORTS AND COMMISSION MEMBER'S COMMENTS:
 1. Otsego County Parks & Recreation report/Judy Jarecki
 2. Land Use report/Jim Mouch
13. ADJOURNMENT

Otsego County Planning Commission

Proposed Minutes for April 17, 2017

Call to Order: 6:00pm by Chairperson Hartmann

Pledge of Allegiance

Roll Call:

Present: Chairperson Hartmann, Vice Chairperson Jarecki, Mr. Borton, Mr. Hilgendorf, Mr. Brown, Ms. Nowak, Mr. Klee, Mr. Caverson, Mr. Bauman, Ms. Corfis

Absent: Mr. Arndt

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

Public Present: Ed Johnson, Johnson Oil representative, David Delaney, Johnson Oil Attorney, Randy Stults

Approval of minutes from: March 20, 2017

Motion made to approve minutes by Mr. Brown; Seconded by Mr. Hilgendorf

Motion approved unanimously.

Consent Agenda: None

Other: None

Public participation for items not on the agenda: None

Public Hearing: None

Advertised Case: None

Unfinished Commission Business:

1. Case PZSU16-004:
Johnson Oil Company, property owner, has requested a Special Use Permit for property located in Otsego Lake Township:
900 Marlette Rd
Frederic, MI 49733
090-028-300-010-01
Property is located in a HX/Highway Interchange Zoning District
PZSU16-004-proposed use of the property is to install an eighteen thousand (18,000) gallon propane tank at their existing gas station site

Chairperson Hartmann stated the returned case and asked Ms. Corfis for input from Otsego Lake Township.

Ms. Corfis stated the site plan had been reviewed again at Otsego Lake Township and was approved with two (2) conditions placed on it. The Township requested the entire tank, pump and bulkhead be enclosed with a fence and secured with a locked rolling gate and also the depiction of the fifty foot (50') traffic pattern area on the site plan. She stated the site plan included in the packets was the revised plan including the conditions the Township requested.

Chairperson Hartmann asked Mr. Mouch for comments.

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Mr. Mouch stated it was a good process and was fully approved at Land Use.

Chairperson Hartmann asked for additional comments. Hearing none, he read aloud Article 19 Section 19.7 Standards for Special Land Use Approval with all standards having been met. *SEE ATTACHMENT #1*

Chairperson Hartmann requested a motion from Ms. Corfis for PZSU16-004.

Motion made by Ms. Corfis to approve Special Use Permit PZSU16-004 to Johnson Oil located at 900 Marlette Rd in the Highway Interchange Zoning District with the special conditions recommended by Otsego Lake Township to be placed on the installation of the propane tank to include fencing around the entire tank, pump and bulkhead and be secured and to depict the fifty foot (50') traffic pattern; Seconded by Mr. Klee

Motion approved unanimously.

2. Section 23 Site Plan Review/Application – *Proposed changes*

Chairperson Hartmann thanked the Committee for their time involved and asked for discussion on the proposed language for Section 23 Site Plan Review including the site plan application.

Ms. Corfis stated she agreed with the elimination of the 'Not Applicable' language on the application. She suggested adding more detail to the Agency Review Form at the end of the Site Plan Review application to include a date, applicant name, site address, etc. She felt it needed to be more user friendly.

Chairperson Hartmann stated they had not reviewed that page of the application and suggested they discuss the additions to be included after the meeting so it could be forwarded to townships for input.

New Business: None

Reports and Commission Member's Comments:

1. Otsego County Parks & Recreation report

Mrs. Jarecki, Otsego County Parks and Recreation Commission representative stated Lynn Smith, was hired as a full time ranger for the Groen Preserve; site work had begun for the new cabins, the old cabins had been moved to their new sites at the County Park and two (2) seasonal employees have started work at the Park, the rest will start in May; a state grant for \$19,000 had been approved and will be used for benches, signs, drinking fountains and fencing at Libke Fields; and work will begin on the Capital Improvement Plan giving a future look at items to be done.

2. Land Use Services report/Jim Mouch

Mr. Mouch stated the report distributed was an overview of permits issued to date this year and also in comparison to permits issued last year. He will update the report each month to keep the members informed.

Mr. Bauman stated Livingston Township continued to work on their Master Plan; they had completed Chapter 4 thus far. They were also applying for a grant to purchase property for a recreation area by Five Lakes but the property they were considering had been sold.

Mr. Brown stated Charlton Township will hold a public hearing May 3rd for their Master Plan.

Mr. Hilgendorf stated he had issues with the addresses in his neighborhood. He was on the border of two (2) counties and the numbering was different on either side of the street.

Mrs. Jarecki stated Corwith Township had received the grant monies for the Gateway Trail project and were looking to finalize the plans.

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Mr. Borton stated things were running smooth at the County.

Mr. Mouch stated things were busy at Land Use being shorthanded but the department was successful.

3. Selected Planning and Zoning Decisions: 2005/Zoning Information

Chairperson Hartmann adjourned the meeting.

Adjournment: 6:30:pm by Chairperson Hartmann

Ken Arndt; Secretary

Christine Boyak-Wohlfeil; Recording Secretary

PROPOSED

Otsego County Planning Commission

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ATTACHMENT #1

FINDINGS UNDER ARTICLE 19

SECTION 19.7 STANDARDS FOR SPECIAL LAND USE APPROVAL

The Planning Commission shall approve, or approve with conditions, an application for a special land use permit only upon a finding that the proposed special land use complies with all of the following standards:

19.7.1 The property subject to the application is located in a zoning district in which the proposed special land use is allowed.

~~HAS~~ HAS NOT BEEN MET

19.7.2 The proposed special land use will not involve uses, activities, processes, materials, or equipment that will create a substantially negative impact on the natural resources of the county or the natural environment as a whole.

~~HAS~~ HAS NOT BEEN MET

19.7.3 The proposed special land use will not involve uses, activities, processes, materials, or equipment that will create a substantially negative impact on other conforming properties in the area by reason of traffic, noise, smoke, fumes, glare, odors, or the accumulation of scrap material that can be seen from any public highway or seen from any adjoining land owned by another person.

~~HAS~~ HAS NOT BEEN MET

19.7.4 The proposed special land use will be designed, constructed, operated, and maintained so as not to diminish the opportunity for the surrounding properties to be used and developed as zoned.

~~HAS~~ HAS NOT BEEN MET

19.7.5 The proposed special land use will not place demands on fire, police, or other public resources in excess of current capacity.

~~HAS~~ HAS NOT BEEN MET

19.7.6 The proposed special land use will be adequately served by public or private streets, water and sewer facilities, and refuse collection and disposal services.

~~HAS~~ HAS NOT BEEN MET

19.7.7 If the proposed special land use includes more than fifteen thousand (15,000) square feet of impervious surface, then the storm water management system employed by the use shall (i) preserve the natural drainage characteristics of the site and enhance the aesthetics of the site to the extent possible, (ii) employ storm water disposal through evaporation and infiltration when reasonably possible, (iii) shall not discharge storm water directly to wetlands or surface waters unless there is no other prudent or reasonably feasible means of discharge, (iv) shall not serve to increase the quantity or rate of discharge leaving the property based on twenty-five (25) year storm criteria, (v) shall be designed using Best Management Practices identified by the DNR or its successor agency, and (vi) shall identify the party responsible for maintenance of the storm water management system.

~~HAS~~ HAS NOT BEEN MET

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19.7.8 The proposed special land use complies with all specific standards required under this Ordinance applicable to it.

~~HAS~~ HAS NOT BEEN MET

SECTION 19.8 CONDITIONS

The Planning Commission may attach reasonable conditions to the approval of a special use permit. These conditions may include those necessary to insure that public services and facilities affected by a proposed special land use will be capable of accommodating increased service and facility loads caused by the special land use, to protect the natural environment and conserve natural resources and energy, to insure compatibility with adjacent uses of land, and to promote the use of land in a socially and economically desirable manner. Any conditions imposed, however, shall meet all the following requirements.

19.8.1 Be designed to protect natural resources, the health, safety, and welfare and the social and economic well-being of those who will use the land use or activity under consideration, residents and landowners immediately adjacent to the proposed special land use, and the community as a whole.

19.8.2 Be related to the valid exercise of the police power, and purposes which are affected by the proposed special land use.

Proposed language for Article 23 SITE PLAN REVIEW/Application:

- * Change made - Highlighted area
- * New text in RED

ARTICLE 23 SITE PLAN REVIEW

Site Plan Review and approval of all development proposals listed below is required by the provisions of this Article. The intent of this Article is to provide for consultation and cooperation between the land developer and the Zoning Administrator so that beneficial utilization of the land is achieved at the same time that adverse effects upon the surrounding land uses are minimized consistent with the requirements and purposes of this Ordinance. Through the application of the following provisions, the attainment of the Comprehensive Plan of Otsego County will be assured and its communities will develop in an orderly fashion.

SECTION 23.1 SITE PLAN REVIEW REQUIRED

Site plan review is required for the following uses:

- 23.1.1 Any use or development for which the submission of a site plan is required by any provision of this Ordinance.
- 23.1.2 Any development for which off-street parking areas in excess of five (5) spaces are provided as required in this Ordinance.

Any use in a [B1](#), [B2](#), [B3](#) and [Industrial](#) zone.

Any Special Land Use (See [Article 19](#)).

(Note: An application for a zoning permit for a land use not requiring Site Plan Review shall contain a Plot Plan as outlined in [Article 25.3.3](#).)

SECTION 23.2 APPLICATIONS FOR SITE PLAN REVIEW

An application for site plan review shall be obtained from the Zoning Administrator. The completed application and site plan shall be submitted to the Zoning Administrator along with fifteen (15) copies of each for distribution. The application, site plan and copies shall be submitted at least thirty (30) days prior to the next regularly scheduled meeting of the Planning Commission, in order to have the site plan review scheduled for that meeting. The applicant shall also meet requirements of [Article 27 Township Participation](#) in County Zoning. The application for site plan review and the site plan shall contain the following information:

- 23.2.1 The application shall, at a minimum, include the following information:
 - 23.2.1.1 The applicant's name, address and phone number in full
 - 23.2.1.2 Proof of property ownership and whether there are any options on the property or any liens against it
 - 23.2.1.3 A signed statement that the applicant is the owner of the property or officially acting on the owner's behalf
 - 23.2.1.4 The name and address of the owner(s) of record if the applicant is not the owner of record (or firm or corporation having a legal or equitable interest in the land), and the signature of the owner(s)
 - 23.2.1.5 The address and or parcel number of the property
 - 23.2.1.6 Name and address of the developer (if different from the applicant)
 - 23.2.1.7 Name and address of the engineer, architect and/or land surveyor

23.2.1.8 Project title

23.2.1.9 Project description, including the total number of structures, units, bedrooms, offices, square feet, total and usable floor area, parking spaces, carports or garages, employees by shift, amount of recreation and open space, type of recreation facilities to be provided and related information as pertinent or otherwise required by the ordinance

23.2.1.10. A vicinity map drawn at a scale of 1"=2000' with North point indicated

23.2.1.11. The gross and net acreage of all parcels in the project

23.2.1.12. Land uses, zoning classification and existing structures on the subject parcel and adjoining parcels

23.2.1.13. Project completion schedule/development phases

23.2.2 The site plan shall consist of an accurate, reproducible drawing at a scale of 1"= 50 or fewer feet or less for sites of less than three (3) acres and 1"= 100 or fewer feet or less if the site is larger than three (3) acres. The site plan shall show the site and all land within fifty (50) feet of the site. If multiple sheets are used, each shall be labeled and the preparer identified. All site plans shall be sealed by a professional engineer, surveyor, architect or landscape architect and each site plan shall depict the following:

23.2.2.1 Location of proposed and/or existing property lines, dimensions, legal descriptions, setback lines, monument locations and shoreland and natural river district, if any

23.2.2.2 Existing topographic elevations and proposed grades in sufficient detail to determine direction of drainage flows

23.2.2.3 The type of existing soils at proposed storm water detention and retention basins and/or other areas of concern - Boring logs may be required if necessary to determine site suitability.

23.2.2.4 Location and type of significant existing vegetation

23.2.2.5 Location and elevations of existing water courses and water bodies, including county drains and man-made surface drainage ways, flood plains and wetlands within fifty (50) feet of the parcel

23.2.2.6 Location of existing and proposed buildings and intended uses thereof as well as the length, width, and height of each building and typical elevation views of proposed structures

23.2.2.7 Proposed location of accessory structures, buildings and uses, including all flagpoles, light poles, bulkheads, docks, storage sheds, transformers, air conditioners, generators and similar equipment, and the method of screening where applicable

23.2.2.8 Location of existing public roads, rights-of-way and private easements of record and abutting streets - Notation of existing traffic counts and trip generation estimates may be required if deemed appropriate by the Zoning Administrator or Planning Commission.

23.2.2.9 Location of and dimensions of proposed streets, drives, curb cuts and access easements, as well as acceleration, deceleration and passing lanes (if any) serving the development - Details of entryway and sign locations shall be separately depicted with an elevation view.

23.2.2.10 Location, design, and dimensions of existing and/or proposed curbing, barrier free access, carports, parking areas (including indication of all spaces and method of surfacing) and fire lanes

- 23.2.2.11 Location, size and characteristics of all loading and unloading areas
- 23.2.2.12 Location and design of all sidewalks, walkways, bicycle paths and areas for public use
- 23.2.2.13 Location of water supply lines and/or wells, including fire hydrants and shut off valves and the location and design of storm sewers, retention or detention ponds, waste water lines, clean-out locations, connection points and treatment systems, including septic systems if applicable
- 23.2.2.14 Location of all other utilities on the site including natural gas, electric, cable TV, telephone and steam
- 23.2.2.15 Proposed location, dimensions and details of common open spaces and common facilities such as community buildings or swimming pools if applicable
- 23.2.2.16 Location, size and specifications of all signs and advertising features with elevation views from front and side
- 23.2.2.17 Exterior lighting locations with area of illumination illustrated as well as the type of fixtures and shielding to be used
- 23.2.2.18 Location and specifications for all fences, walls and other screening features with elevation views from front and side
- 23.2.2.19 Location and specifications for all proposed perimeter and internal landscaping and other buffering features - For each new landscape material, the proposed size at the time of planting must be indicated. All vegetation to be retained on the site must also be indicated, as well as its typical size by general location or range of sizes as appropriate.
- 23.2.2.20 Location, size of all trash receptacles and other solid waste disposal facilities
- 23.2.2.21 Location and specifications for any existing or proposed above or below ground storage facilities for any chemicals, salts, flammable materials or hazardous materials as well as any containment structures or clear zones required by government authorities.
- 23.2.2.22 Identification of any significant site amenities or unique natural features
- 23.2.2.23 Identification of any significant views onto or from the site to or from adjoining areas
- 23.2.2.24 North arrow, scale and date of original submittal and last revision
- 23.2.2.25 Seal of the registered engineer, architect, landscape architect, surveyor or planner who prepared the site plan

All site plans shall be sealed by a professional engineer, surveyor, architect or landscape architect. In the immediate area of the seal there shall also be the following statement, signed by the professional sealing the plans:

I do hereby certify that these plans have been prepared under my sustained review and, to the best of my professional knowledge, understanding and information; the design of this project is in compliance with the Otsego County Zoning Ordinance dated _____.

Or

I do hereby certify that these plans have been prepared under my sustained review and, to the best of my professional knowledge, understanding and information, the design of this project is in compliance with the Otsego County Zoning Ordinance dated _____, except for the following items: (list known variations from the ordinance)

23.2.3 All projects requiring a site plan shall also require that the professional in charge of the project inspect and certify that the project has been constructed in accordance with the approved plans. The following format shall be used:

FORM FOR CONSULTANT'S CERTIFICATE

Date _____

Project name _____

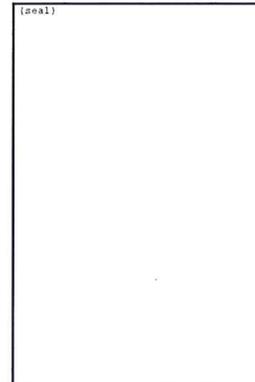
Section ____ T ____ N/R ____ W _____ Township,

Otsego County, Michigan.

I hereby certify that construction of

is complete and that:

1. I have personally directed the supervision or inspection of the construction.
2. To the best of my professional knowledge, understanding and information, all improvements to date have been installed in accordance with the special use permit.
3. The project meets all requirements of the Otsego County Zoning Ordinance.



Signed _____

Registered Professional Engineer (or Surveyor, Architect or Landscape Architect)

23.2.4 The Planning Commission or Zoning Administrator may waive any site plan submittal requirement when any of the following circumstances are found to be in existence:

23.2.4.1 The data will serve no useful purpose. Circumstances have not significantly changed on the property since the last time detailed information on the site was submitted. Another reasonable circumstance or condition exists (not including the cost of complying).

23.2.5 Application fees must be paid when the application is submitted and sufficient escrow accounts may be established to cover the projected review costs.

SECTION 23.3 PRE-APPLICATION CONFERENCE

A pre-application conference is not mandatory, but it is strongly advised. During this conceptual review phase, a generalized site plan is presented by a prospective applicant for consideration of the overall idea of the development. Basic questions of use, density, integration with existing development in the area and impacts on and the availability of public infrastructure are discussed. This conference is scheduled by a prospective applicant with the Zoning Administrator and such other representatives as described in the Planning Commission bylaws. At this meeting the applicant or his/her representative is also presented with the applicable procedures required by the Ordinance for approval of the proposed development and with any special problems or steps that might have to be followed, such as requests to the Board of Appeals for a variance. There is no charge or fee to the applicant for this meeting.

SECTION 23.4 AGENCY REVIEW

The applicant shall submit a copy of required site plans and a blank comment form supplied by the Otsego County Zoning Administrator to designated Federal, State and Local agencies and departments for review as determined and requested by the Planning Commission or Zoning Administrator.

The applicant may be requested to submit site plans to one or more of the following agencies: the Otsego County Road Commission; the Michigan Department of Transportation; the Michigan

State Police, the Otsego County Sheriff; the Otsego County Conservation District; the District Health Department; the Fire Department having jurisdiction; the Michigan Department of Natural Resources; the Michigan Department of Environmental Quality; the Otsego County Airport; or any other agency or department deemed necessary. After delivery of the application, site plans and comment forms the applicant should submit proof of delivery to the Otsego County Zoning Administrator. Comments not received from reviewing agencies by the Zoning Administrator within fifteen (15) of days of delivery shall be considered approved without comment.

SECTION 23.5 APPROVAL AUTHORITY

The Zoning Administrator shall review the application and information submitted to determine if all required information was supplied. If he/she determines that all required information has not been supplied, a written notification to the applicant will be sent, citing the deficiencies. The application for site plan review cannot proceed until all requirements have been satisfied.

The Zoning Administrator shall review and act upon site plans except where a Special Use Permit is required. Site plans for Special Use Permit shall be forwarded by the Zoning Administrator to the Planning Commission for review and action. In addition, at the request of the Zoning Administrator or Planning Commission, a site plan for a Principal Permitted Use may be submitted for Planning Commission review before final action by the Zoning Administrator. The Zoning Administrator and Planning Commission have the authority to approve, deny or grant conditional approval for any site plan submitted under the provisions of this ordinance. The Zoning Administrator may hold or the Planning Commission may table a site plan, pending further information or addition, reasonably needed to complete a site plan or comply with requirements of this Ordinance.

SECTION 23.6 CONDITIONAL APPROVALS

- 23.6.1 The Planning Commission or Zoning Administrator may condition approval of a site plan on conformance with the standards of this ordinance.
- 23.6.2 The Planning Commission or Zoning Administrator may condition approval of a site plan on conformance with the standards of another local, county or state agency, including a Water and Sewer Department, County Drain Commission, County Road Commission, State Highway Commission or Natural Resources Department. They may do so when such conditions:
- 23.6.2.1 Would insure that public services and facilities affected by a proposed land use or activity will be capable of accommodating increased service and facility loads caused by the land use or activity;
 - 23.6.2.2 Would protect the natural environment and conserve natural resources and energy;
 - 23.6.2.3 Would insure compatibility with adjacent uses of land, and would promote the use of land in a socially and economically desirable manner.
- 23.6.3 The Planning Commission and/or Zoning Administrator may conditionally approve a site plan on conformance with fencing, screening, buffering or landscaping requirements of [Article 21.10](#) and [21.18](#) of this Ordinance and may collect a performance guarantee consistent with the requirements of [Article 23.8](#), to insure conformance. When so doing, the following finding shall be made and documented as part of the review process:
- 23.6.3.1 That such fencing, screening, buffering or landscaping would mitigate negative effects of noise, dust, lighting, vehicular or pedestrian traffic, loading or unloading, parking or other similar impact on adjoining parcels;
 - 23.6.3.2 that absent such conditions, the development would adversely affect the reasonable use, enjoyment and value of adjoining lands in light of similar benefits enjoyed by other properties in the area.

SECTION 23.7 DISTRIBUTION OF APPROVED SITE PLAN

When a site plan is reviewed and approved or disapproved by the Planning Commission or Zoning Administrator, and all steps completed, two (2) copies of the site plan will be marked by the Planning Commission for the following distribution.

23.7.1.1 One (1) copy returned to the applicant signed by the Chairperson of the Planning Commission or by the Zoning Administrator including any conditions of approval.

23.7.1.2 One (1) copy forwarded to the Zoning Administrator including any conditions of approval.

SECTION 23.8 CONFORMITY TO APPROVED SITE PLAN REQUIRED

Following final approval of a site plan by the Zoning Administrator or the Planning Commission, the applicant shall construct the site plan improvements in complete conformity with the approved plan.

Failure to do so is a violation of this ordinance and subject to the sanctions provided herein.

SECTION 23.9 SITE PLAN EXPIRATION AND REVOCATION

23.9.1 Failure to initiate construction of an approved site plan within three hundred sixty-five (365) days of approval shall require the applicant to appear before the Planning Commission and demonstrate why the approval should not be revoked. After this appearance the Planning Commission may revoke a previously approved site plan for property on which no physical development activity has occurred upon making written findings that one or more of the following circumstances exist:

23.9.1.1 An error in the original approval is discovered either because of inaccurate information supplied by the applicant or administrative error by a staff member or other agency;

23.9.1.2 Zoning regulations applicable to the project have been changed and the previously approved site plan does not comply with them;

23.9.1.3 A change in state law, local charter, or other local ordinance affecting the previous approval has occurred;

23.9.1.4 Pollution, impairment or destruction of the environment or to another legally protected public interest would occur if the project were to be constructed as previously approved.

23.9.2 Thirty (30) days prior to expiration of an approved site plan, an applicant may make application for a one year extension of the site plan at no fee. The applicant shall explain in writing why the development has not proceeded, what the current time frame is and why an extension should be granted. If the original approval of the site plan was by the Planning Commission, the applicant shall present his/her case in person or by representative at the next meeting of the Planning Commission.

23.9.3 Revocation of an approved site plan shall be communicated in writing by certified mail to the property owner. The Building Inspector shall also be notified to withhold any building permit until a new site plan is approved.

23.9.4 Any subsequent re-submittal shall be processed as a new request with new fees, except for minor amendments pursuant to Subsection [23.11](#) below.

SECTION 23.10 PERFORMANCE GUARANTEE REQUIRED

In the interest of insuring compliance with the Zoning Ordinance provisions, protecting the natural resources and the health, safety and welfare of the residents of Otsego County and future users or inhabitants of an area for which a site plan for a proposed use has been submitted, the Planning Commission or Zoning Administrator may require the applicant to deposit a

performance guarantee as regulated by [Article 25.6](#). The purpose of the performance guarantee is to insure completion of improvements connected with the proposed use as required by this Ordinance, including, roadways, lighting, utilities, sidewalks, drainage, fences, screens, walls, landscaping and any other required improvements.

SECTION 23.11 MINOR AMENDMENTS TO APPROVED SITE PLANS

Minor Amendments to a site plan may be approved by the Zoning Administrator provided that such changes conform to the Zoning Ordinance and the applicant agrees. No additional fees will be charged for minor amendments. Minor changes to an approved site plan may be approved by the Zoning Administrator before or after construction has begun provided no such change results in any of the following:

23.11.1.1 A change in the use or character of the development

23.11.1.2 An increase in overall coverage of structures

23.11.1.3 An increase in the intensity of use

23.11.1.4 A reduction in required open space

23.11.1.5 A reduction in required off-street parking and loading

23.11.1.6 A reduction in required pavement widths or utility pipe sizes

23.11.1.7 An increase in traffic on public streets or an increase in the burden on public utilities or services

23.11.2 The following are minor amendments:

23.11.2.1 Moving building walls within the confines of the smallest rectangle that would have enclosed each original approved building(s) - Relocation of building entrances or exits, or shortening of building canopies

23.11.2.2 The changing to a more restricted use provided there is no reduction in the amount of off-street parking as originally provided

23.11.2.3 Changing the angle of parking or aisle width provided there is no reduction in the amount of required off-street parking or a reduction of aisle width below ordinance requirements

23.11.2.4 Moving of ingress and egress drives a distance of not more than one hundred (100) feet if required by the appropriate state, county or other local road authority with jurisdiction

23.11.2.5 Substituting landscape plan species provided a nurseryman, landscape architect, engineer or architect certifies the substituted species is similar in nature and screening effects

23.11.2.6 Change type and design of lighting fixtures provided an engineer or architect certifies there will be no change in the intensity of light at the property boundary

23.11.2.7 Increase peripheral yards

23.11.2.8 Changing the location of an exterior building wall or location not more than ten (10) feet because of a natural impediment or hazard such as bedrock or muck soils, provided that in so doing no setback requirement of the Ordinance is violated and no significant reduction in safety or in the amount of open space is thereby affected

23.11.3 If a proposed amendment to an approved site plan does not qualify as a minor change, a new site plan and application and fees in accordance with the provisions of [Article 23](#) must be submitted. This provision is not to be construed to prohibit phased development of a project, provided that each phase is developed in accordance with an approved site plan.

**OTSEGO COUNTY
LAND USE SERVICES
1322 HAYES RD GAYLORD MI 49735
PHONE: 989.731.7400 * FAX: 989.731.7419
www.otsegocountymi.gov**

APPLICATION FOR SITE PLAN REVIEW

APPLICANT:

Name:	Owner/Agent/Other Interest <i>(circle one)</i>
Address:	
Phone: () -	Fax: () -

PROPERTY OWNER: *(If different from Applicant)*

Name:	
Address:	
Phone: () -	Fax: () -

PROPERTY LOCATION:

Township:	Section:	T ___ N/R ___ W	Zoning District:
Site Address:			
Parcel Number: - - - -			
Description of Project and Proposed Use:			

Signature of Applicant:	Date:
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***All information received by this department is subject to the Freedom of Information Act. Under this act, persons are allowed to request copies of said information. This includes but not limited to, copyrighted drawings and blueprints

*****Attention*****

***These items must be submitted in conjunction with this application.**

- Proof of property ownership and whether there are any options on the property or any liens against it.
- A signed statement that the applicant is officially acting on the owner's behalf.
- Appropriate fees paid to Otsego County.

***Please refer to the Otsego County Zoning Ordinance particularly Section 21 and Section 23 to assure all items are addressed on the site plan and allow for a smooth presentation to the governing body.**

This checklist and the following items are required on all site plans before they can be submitted for review to the various approving entities:

1. The applicant's name, address and phone number in full.
Yes ___ No ___ if "No" explain: _____
2. The name and address of the owner(s) of record if the applicant is not the owner of record (or firm or corporation having a legal or equitable interest in the land) and the signature of the owner(s).
Yes ___ No ___ if "No" explain: _____
3. The address and or parcel number of the property.
Yes ___ No ___ "No" explain: _____
4. Name and address of the developer (if different from the applicant).
Yes ___ No ___ if "No" explain: _____
5. Name and address of the engineer, architect and/or land surveyor.
Yes ___ No ___ if "No" explain: _____
6. Project title.
Yes ___ No ___ if "No" explain: _____
7. Project description, including the total number of structures, units, bedrooms, offices, square feet, total and usable floor area, parking spaces, carports or garages, employees by shift, amount of recreation and open space, type of recreation facilities to be provided and related information as pertinent or otherwise required by the ordinance.
Yes ___ No ___ if "No" explain: _____
8. A vicinity map drawn to scale with North point indicated.
Yes ___ No ___ if "No" explain: _____
9. The gross and net acreage of all parcels in the project.
Yes ___ No ___ if "No" explain: _____
10. Land uses, zoning classification(s) and existing structures on the subject parcel and within ten feet (10') of property lines of adjoining parcels.
Yes ___ No ___ if "No" explain: _____

11. Project completion schedule/development phases. (refer to Section 23.9)

Yes ___ No ___ if "No" explain: _____

12. The site plan shall consist of an accurate, reproducible drawing at a scale of 1"= 50 or fewer feet or less or sites of less than three (3) acres and 1"=100 or fewer feet or less if the site is larger than three (3) acres. The site plan shall show the site and all land within fifty (50) feet of the site. If multiple sheets are used, each shall be labeled and the preparer identified.

Yes ___ No ___ if "No" explain: _____

All site plans shall be sealed by a professional engineer, surveyor, architect or landscape architect. Each site plan shall depict the following:

13. Location of proposed and/or existing property lines, dimensions, legal descriptions, setback lines, monument locations and shoreland and natural river district, if any.

Yes ___ No ___ if "No" explain: _____

14. Existing topographic elevations and proposed grades in sufficient detail to determine direction of drainage flows.

Yes ___ No ___ if "No" explain: _____

15. The type of existing soils at proposed storm water detention and retention basins and/or other areas of concern. Boring logs may be required if necessary to determine site suitability.

Yes ___ No ___ if "No" explain: _____

16. Location and type of significant existing vegetation.

Yes ___ No ___ if "No" explain: _____

17. Location and elevations of existing water courses and water bodies, including county drains and man-made surface drainage ways, flood plains and wetlands within fifty (50) feet of the parcel.

Yes ___ No ___ if "No" explain: _____

18. Location of existing and proposed buildings and intended uses thereof, as well as the length, width and height of each building and typical elevation views of proposed structures.

Yes ___ No ___ if "No" explain: _____

19. Proposed location of accessory structures, buildings and uses, including all flagpoles, light poles, bulkheads, docks, storage sheds, transformers, air conditioners, generators and similar equipment, site amenities and the method(s) of screening where applicable.

Yes ___ No ___ if "No" explain: _____

20. Location of existing public roads, right-of-ways and private easements of record and abutting streets. Notation of existing traffic counts and trip generation estimates may be required if deemed appropriate by the Zoning Administrator or Planning Commission.

Yes ___ No ___ if "No" explain: _____

21. Location of and dimensions of proposed streets, drives, curb cuts and access easements, as well as acceleration, deceleration and passing lanes (if any) serving the development. Details of entryway and sign locations shall be separately depicted with an elevation view.

Yes ___ No ___ if "No" explain: _____

22. Location, design and dimensions of existing and/or proposed curbing, barrier free access, carports, parking areas (including indication of all spaces and method of surfacing) and fire lanes.

Yes ___ No ___ if "No" explain: _____

23. Location, size, and characteristics of all loading and unloading areas.
Yes ___ No ___ if "No" explain: _____
24. Location and design of all sidewalks, walkways, bicycle paths and areas for public use.
Yes ___ No ___ if "No" explain: _____
25. Location of water supply lines and/or wells, including fire hydrants and shut off valves, the location and design of storm sewers, retention or detention ponds, waste water lines, clean-out locations, connection points and treatment systems, including septic systems if applicable.
Yes ___ No ___ if "No" explain: _____
26. Location of all other utilities on the site including natural gas, electric, cable TV, telephone and steam.
Yes ___ No ___ if "No" explain: _____
27. Proposed location, dimensions and details of common open spaces and common facilities, such as community buildings or swimming pools if applicable.
Yes ___ No ___ if "No" explain: _____
28. Location, size and specifications of all signs and advertising features with elevation views from front and side.
Yes ___ No ___ if "No" explain: _____
29. Exterior lighting locations with area of illumination illustrated as well as the type of fixtures and shielding to be used.
Yes ___ No ___ if "No" explain: _____
30. Location and specifications for all fences, walls and other screening features with elevation views from front and side.
Yes ___ No ___ if "No" explain: _____
31. Location and specifications for all proposed perimeter and internal landscaping and other buffering features. For each new landscape material, the proposed size at the time of planting must be indicated. All vegetation to be retained on the site must also be indicated, as well as its typical size by general location or range of sizes as appropriate.
Yes ___ No ___ if "No" explain: _____
32. Location, size and specifications for screening of all trash receptacles and other solid waste disposal facilities.
Yes ___ No ___ if "No" explain: _____
33. Location and specifications for any existing or proposed above or below ground storage facilities for any chemicals, salts, flammable materials or hazardous materials, as well as any containment structures or clear zones required by government authorities.
Yes ___ No ___ if "No" explain: _____
34. North arrow, scale and date of original submittal and last revision.
Yes ___ No ___ if "No" explain: _____
35. Seal of the registered engineer, architect, landscape architect, surveyor or planner who prepared the site plan.
Yes ___ No ___ if "No" explain: _____

*****Attention*****

All site plans shall be sealed by a professional engineer, surveyor, architect or landscape architect. In the immediate area of the seal there shall also be the following statement, signed by the professional sealing the plans:

I do hereby certify that these plans have been prepared under my sustained review and, to the best of my professional knowledge, understanding and information; the design of this project is in compliance with the Otsego County Zoning Ordinance dated: _____

Or

I do hereby certify that those plans have been prepared under my sustained review and, to the best of my professional knowledge, understanding and information; the design of this project is in compliance with the Otsego County Zoning Ordinance dated _____, except for the following items:
(List known variations from the Ordinance)

*****OFFICE USE ONLY*****

Date Application Received:	Fee:	Receipt Number:
Permit No:	Soil Erosion Permit No:	
Approved:	Denied:	By:
Conditions:		
Reasons:		



Otsego
COUNTY
M I C H I G A N

LAND USE SERVICES
1322 Hayes Rd
Gaylord, MI 49735
989.731.7400

**OTSEGO COUNTY LAND USE SERVICES
AGENCY REVIEW FORM**

DATE:	
APPLICANT:	
SITE ADDRESS:	

After review, please state your approval or address any issues/concerns relating to the site plan submitted by the applicant for review by the Otsego County Planning Commission and/or Zoning Administrator per Article 23 Site Plan Review Section 23.4 Agency Review of the Otsego County Zoning Ordinance. A letter or email of approval is also acceptable for your convenience.

SIGNATURE/TITLE:
AGENCY:

CHARLTON TOWNSHIP
OTSEGO COUNTY

P.O. Box 367 • Johannesburg, Michigan 49751 • Phone: (989) 731-1920 • Fax (989) 731-1070

To: Jim Mouch, Interim Director
Otsego County Land Use Services

From: Ivan H. Maschke, Clerk

Re: Section 23 Site Plan Review

Dear Mr. Mouch,

At the regular May meeting of the Charlton Township Board, there was discussion about proposed language for Section 23 Site Plan Review.

The Charlton Township Planning Commission reviewed the proposed changes and recommended that the board approve this request.

After discussion, a motion was approved for changes to the proposed language to Article 23 'Site Plan Review' of the Otsego County Zoning Ordinance.

Thanks for your time and consideration.

Sincerely,



Ivan H. Maschke, Clerk

Cc: Charlton Planning Commission
File

Christine Boyak-Wohlfeil

From: nora corfis <noraholly@sbcglobal.net>
Sent: Monday, June 12, 2017 8:03 AM
To: Christine Boyak-Wohlfeil
Cc: James Mouch
Subject: Site Review Recommendations
Attachments: Article 23 Site Plan Review recomendations to County.doc.pdf

Attached are the recommendations from the Otsego Lake Township Planning Commission in regards to the proposed changes to Section 23 Site Plan Review and the check list.

Nora Corfis
Secretary

Otsego Lake Township Planning Commission recommended changes/additions to Article 23 Site Plan Review proposed ordinance language and checklist:

Article 23 Site Plan Review

Corrections or additions to Article 23

23.1.2 Use in a B1,B2, B3, Industrial, and **HX**

23.2.1.10 vicinity map **drawn to scale sufficient to identify the location of the site with North Point indicated**

23.2.2.13 wells **above and below ground**

23.2.2.14 utilities **above and below ground**

23.2.2.21 Location and specifications **with elevation view** for any existing or proposed above or below ground storage facilities for any chemicals, salts, flammable materials or hazardous material. **Location of piping, all control valves, and shut off switches**, as well as any containment structures or clear zones required by government authorities to be included.

Section 23.5 APPROVAL AUTHORITY

..shall review this application including the site plan requirements and information submitted to determine if all required information was submitted.

Corrections or additions to checklist

Recommend adding heading SITE PLAN REVIEW CHECKLIST

10. within **50 ft.** To be consistent with 12.
19. Proposed location and **elevation view** of accessory structures.....
25. Location **above and below ground** of water supply lines.....
26. Location of all utilities **above and below ground** on the site including....
29.with area of illumination illustrated **and elevation view** as well as.....
30. Location and specifications for all fences, walls, and **gates** and other screen features.....
33. Location and specifications with **elevation view** for any existing or proposed above or below ground storage facilities for any chemicals, salts, flammable materials or hazardous material. **Location of piping, all control valves, and shut off switches**, as well as any containment structures or clear zones required by government authorities to be included.

June 6, 2017

Otsego County Planning Commission

Sign Committee Meeting Notes

Members Present: Ken Arndt (Committee), Paul Hartman, PC Chair, Judy Jarecki, PC Deputy Chair, Nora Corfis (Committee), Christine Boyak-Wohlfeil, Jim Mouch, Director, Land Use

Meeting opened at 9:00 AM.

Committee discussed assembling changes in one document once the sub reports are completed to present to the entire commission, in preparation for distribution. Arndt agree to aggregate all changes into one document when the committee deems work complete.

Ms. Jarecki led off the discussion **with 21.38.3.8**. Suggestion was made to specific which zoning districts were likely to have road side stands selling products produced on the site—specifically FR and AR. She also suggested that signage would probably not required a full 32 square foot display sign and perhaps we could limit the sign size for aesthetics and safety (visibility).

Discussion followed. Arndt was directed to delete references to farm and farm produce and re write to reflect zoning districts noted above. After some discussion committee directed him to limit AR/FR signage to 21 square feet.

21.38.4 was brought up with respect to signage placemen in these districts and the committee agreed to give guidance in effect, to keep signage out of a right of way and away from a property line. CC directed to clarify placement with “and or” or similar language with respect to both a lot line and an established right of way.

21.38.2.6. Jim Mouch addressed the issue of banners and the display time allowed and explained the difficulty of enforcing time limits on temporary signs. He thought a preferred way to do it is enforce size and condition and allow the banners to be kept up indefinitely as long as in good condition. Committee also agreed that banners should be moved out of prohibited signs. The other items in this section pertaining to other advertising tools will be left in place with the previously changed time limit for display of 14 days of a 90 day period.

Other general direction discussions occupied the last few minutes of the committee’s time. 5-31 changes will be inserted into the June commission packet.

Meeting closed 1150

Respectfully Submitted,

Kenneth R. Arndt

Chairman

OCPC Signs Committee

Changes Recommended from the May 31, 2017 Meeting (See general committee notes)

(New wording added noted in italic)

21.38.3.8 As written: Accessory signs on farms advertising stock, produce and other farm products . . .

Change to Read:

Temporary accessory signs *in Agricultural Resource and Forest Recreational Districts*, provided the area of sign does not exceed 21 square feet.

Deleted portion: on farms advertising produce and other farm products produced on the premises

21.38.4 as written: . . . in any zoning district must be placed at least 10 feet back from any right of way or lot line.

Add after "way" the word "and" to make the expression read in part: "at least 10 feet back from any right of way *and or* lot line".

Section 21.38.2.6 Delete the word: *"Banner"*.

Note, changes recommended in this section from 2/17 meeting also include a change to the expression "7 days" in *sentence 3* to "14 days" which will still be applicable to the other advertising devices.

Add to section 21.38 the following new sub section: 21.38.3.11 to say:

Banners. Temporary, flexible (made of canvas, plastic composite etc.) advertising banner or banners meant to be temporarily attached to a fixed commercial building structure which is currently occupied may not exceed 32 square feet total for all banners displayed at any one time, and they must be maintained in good condition while displayed.

Note: No time limit on banners displayed is included in the new section based on consensus of the committee, since a banner appealing to deer hunters might extend from November to January or a banner designed to attract trout fishing participants might be useful for up to 120 days, so setting a time limit on the display is impractical and difficult to enforce in any event..

Drafted by: KRA