

WEST TRAVERSE TOWNSHIP
REGULAR PLANNING COMMISSION
WEDNESDAY, FEBRUARY 8, 2023

Chairperson Mooradian called the meeting to order at 7:00 p.m.

Roll Call: Green, Osetek, Uutinen, Moore, Wallin, Hollerith, Mooradian

Absent:

Visitors: Barb Boonstra, Roy Griffiths, Joey Arbaugh, Shane David

The Pledge of Allegiance was recited by all.

Approve Agenda as presented: Mooradian states he would like to move one item under new business, item “c”, the annual report review moved to unfinished business. **Wallin makes a motion to approve the agenda. Uutinen seconds the motion.**

Public Comments: Mooradian welcomes new members Osetek and Hollerith.

Approval of December 14, 2022, Regular Meeting Minutes as presented: Mooradian added “meeting” to the minutes. Hollingsworth was added as a visitor. Mooradian corrected a couple typos. **Uutinen makes a motion to approve the minutes with corrections. Green seconds the motion. All yes.**

New Business:

- 2023 election of officers. **Wallin makes a motion to keep the same slate as officers, Mooradian – Chairperson; Uutinen – Vice Chairperson; Moore – Secretary. Green seconds the motion. Wallin makes a motion to close the slate. Roll call: Hollerith-yes, Wallin-yes, Moore-yes, Uutinen-yes, Osetek-yes, Green-yes, Mooradian-yes**
- 2023 meeting schedule. The board discusses the start time of the meetings. Mooradian states they have a resolution in front of them with a 7:00pm start. **The board decides to leave the meeting start time at 7:00pm. All yes. Wallin makes a motion for the regular meetings of the West Traverse Township Planning Commission held at West Traverse Hall as follows February 8th, March 8th, April 12th, May 10th, June 14th, July 12th, August 9th, September 13th, October 14th, November 8th, and December 13th will commence at 7:00pm. This will be the discretion of the Planning Commission with due and proper notices required by law. Osetek seconds the motion. Roll call: Uutinen-yes, Osetek-yes, Green-yes, Moore-yes, Wallin-yes, Hollerith-yes, Mooradian-yes**
- 2022 Planning Commission annual report/2023 Planning Commission goals – Lane discusses the annual report draft for the board to review. Mooradian states “we never

Proposed: February 8, 2022

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adopted a trail plan or sidewalk plan with the recreation portion of the master plan. If our master plan has a trail plan or sidewalk plan, then we can actually consider implementing something over a period of time where we can extend some sidewalks.” Mooradian states that accessory dwelling units should be something on the work list. Mooradian tells Lane that rezoning the township hall property needs to be added. **Wallin makes a motion to take the annual report for 2022 with corrections and present it to the township to finalize it. Moore seconds the motion. All yes.**

- **Case #01-2023 – Public Hearing – PUD amendment.** Request to amend the approved PUD plan for Perry Farm Village to allow the use of the terrace level of the Perry Center at 4241 Village Circle Drive, Harbor Springs, MI 49740, for occupation by residents and staff. **Mooradian opens the public hearing for Case #01-2023 at 7:17pm.** Mooradian states “this case has been duly advertised in the Harbor Light on January 18, 2023, and notices have been sent out to all adjacent property owners within the 300’ requirement.” Lane gives a brief summary on the case. Barbara Boonstra states “given the history we want to make sure we are in compliance.” Boonstra states per their bylaws it says there are 6 living units, which are considered condominiums. Boonstra states “we want to return it to being living units again.” Boonstra continues “we would like to be able to have the 4 studios because there are requests for smaller units for seniors in this area, with possibly a lower price point.” Boonstra states the guest rooms are very important, because of staff coming from different areas, and if the weather is bad, they would have a place to stay. Roy Griffitts states “all of the calculations under the PUD show us complying with all of the original assumptions. I think it’s a pretty straight forward use of existing space that does not increase the burden on the community and it makes for us recruiting and entertaining staff a little easier.” Joy Arbaugh is on the board for Perry Farms and believes it’s a wonderful use of the area. Arbaugh states “I think it is a great option for staff that are coming from a long distance, especially in the winter to be able to have the opportunity to stay over if need be.” Arbaugh is in favor of the project. **Mooradian makes a motion at 7:36 to close the public hearing. Wallin seconds the motion. All yes.** The board deliberates the case. **Green makes a motion for approval for Case #01-2023 Perry Farm Village for an amendment to approve the PUD at 4241 Village Circle Drive, Harbor Springs, MI 49740 to allow for the use of the terrace level of the Perry Center building #7 for occupation of 4 of the 6 existing studio condominiums by Perry Farm Village residence and to allow the 2 remaining studio condominiums use by existing staff as temporary lodging during inclement weather and related circumstances as depicted on the building 7 terrace level floor plan dated February 8, 2023 as submitted by the applicant, except as expressed by the amended 5th amendment to the PUD agreement. All conditions of the original PUD agreement between the parties as previously amended by the first amendment, the 2nd amendment, the 3rd amendment, and the 4th amendment are ratified by the parties and shall remain in full force and effect. Wallin seconds the motion.** Roll call: Wallin-yes, Hollerith-yes, Moore-yes, Osetek-yes, Uutinen-yes, Green-yes, Mooradian-yes.

Unfinished Business:.

- a. **Case #04-2022** – Site Plan Review, application submitted by Brett Bandi on behalf of 3609 Backus Dr., LLC to construct a commercial storage building at 3609 Backus Drive. Lane gives a brief summary of the case. David states Steve Aquila is going to come in every spring to add gravel, resurface to keep it maintained. David stated he talked with Marty about the lighting and is not required because it is considered a garage. David continues that there is one exit and entrance and not multiple and they did add lighting outside for safety purposes. They are not required to have lighting on the inside. David states “I will spend some time with Benchmark on grade. This thing has been revised and they assure me that there is plenty of retention from any runoff or storm drainage that’s going to happen. They did put their seal of approval on it.” Mooradian states “I think we need to correct on the application for the building size. The application refers to a 40x125 multiple times and it is 30x125.” Moore states he would like to see the easement on the drawing. Mooradian states the plan needs to identify where the emergency access is. Mooradian states “there are 3 easements we would like to condition to be identified on the drawing per our zoning code, also the simple elevations requirement, and the simple location map should be shown.” Mooradian states the applicant does not have to pave, but they have to do dust control. **Uutinen makes a motion to approve Case #04-2022 Brett Bandi on behalf of 3609 Backus Dr., LLC for a site plan review of a 3750 sqft storage building at 3609 Backus Dr. in West Traverse Township, tax parcel #16-15-12-350-029 and as shown on the site plan dated January 12, 2023 because the applicable standards of the West Traverse Township zoning have been met. Applicant shall provide depiction of the 3 easements that traverse the property, adding of a location map, adding a simple elevation on the site plan, identify the FEMA contours on the site plan, provide dust control and or paving of the access drive for section 3105. The Planning Commission has agreed to waive landscaping aggrading pursuant to section 3104. All of these conditions to be approved administratively by the zoning administrator. Moore seconds the motion. Roll call: Osetek-yes, Green-yes, Uutinen-yes, Moore-yes, Hollerith-yes, Wallin-yes, Mooradian-yes**

Other

- a. Zoning Administrator Report – Zoning administrator gave his report.
- b. Township Board Representative Report – Representative gave his report.
- c. Correspondence –

Planning Commissioner Comments (open discussion) -

Public Comments:

Next Meeting: Planning Commission Regular Meeting, March 8, 2023 7:00 PM

Adjournment: **Wallin makes a motion to adjourn the meeting at 9:01pm.**

Respectfully Submitted by:

Dawson Moore, Secretary

Transcribed by:
Paige Fisher