



CHEBOYGAN COUNTY PLANNING COMMISSION

870 SOUTH MAIN ST. ■ PO BOX 70 ■ CHEBOYGAN, MI 49721
PHONE: (231)627-8489 ■ FAX: (231)627-3646

**CHEBOYGAN COUNTY PLANNING COMMISSION MEETING & PUBLIC HEARING
WEDNESDAY, JUNE 21, 2017 AT 7:00 PM
ROOM 135 – COMMISSIONERS ROOM
CHEBOYGAN COUNTY BUILDING, 870 S. MAIN ST., CHEBOYGAN, MI 49721**

AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF MINUTES

NEW BUSINESS

1. **Indian River Chamber of Commerce/Ron & Bonnie Vance** - Requests Site Plan Review for a farm market and artisan specialty retail use (sections 13A.2.7 and 13A.2.16). The property is located at 3589 South Straits Hwy., Tuscaora Township, section 24, parcel #161-M55-033-002-00 and is zoned Village Center Indian River (VC-IR).

UNFINISHED BUSINESS

1. Presentation Of Proposed Jail Expansion Project For 2018 Capital Improvement Program
2. An Ordinance to amend Section 17.19. of the Cheboygan County Zoning Ordinance No. 200 to provide content neutral definitions, regulations and standards for Signs.

STAFF REPORT

PLANNING COMMISSION COMMENTS

PUBLIC COMMENTS

ADJOURN

CHEBOYGAN COUNTY PLANNING COMMISSION

Indian River Chamber of Commerce / Ronald & Bonnie Vance – *Revised 06/14/17*

Exhibit List

1. Cheboygan County Zoning Ordinance
2. Cheboygan County Master Plan
3. Site Plan Review Application (6 Pages)
4. Site Plan (1 Page)
5. Certificate Of Liability Insurance (1 Page)

The following items were added to the exhibit list on 06/14/17:

6. 05/02/17 Minutes Of The Meeting Of The Tuscarora Township Board (2 Pages)
- 7.
- 8.
- 9.

Note: Planning Commission members have exhibits 1 and 2.



CHEBOYGAN COUNTY PLANNING & ZONING DEPARTMENT

870 S. MAIN ST., RM. 103 ▪ PO Box 70 ▪ CHEBOYGAN, MI 49721
PHONE: (231)627-8489 ▪ FAX: (231)627-3646

PROPERTY LOCATION

Address 3589 S. Straits Hwy	City / Village Indian River	Twp / Sec. 24 TUSCARORA	Zoning District VC-IR
Property Tax I.D. Number 161-155-033002-00	Plat or Condo Name / Lot or Unit No. F.E. MARTIN'S SECOND ADD. to Indian River		

APPLICANT

Name Indian River Chamber of Com.	Telephone 231-238-9325	Fax 231-238-0949
Address 3435 S. Straits Hwy	City, State & Zip Indian River MI 49749	E-Mail dwilley@irchamber.com

OWNER (If different from applicant)

Name None Listed	Telephone 989-732-4753	Fax 989-731-3553
Address 609 N. COURT	City, State & Zip CAYLOR, MI 48	E-Mail RON VANCE@VANCE2REHAB.COM

PROPOSED WORK

<p>Type (check all that apply)</p> <p><input type="checkbox"/> New Building <input type="checkbox"/> Reconstruction</p> <p><input type="checkbox"/> Addition <input type="checkbox"/> Relocated Building</p> <p><input checked="" type="checkbox"/> Change in Use or <u>Additional Use</u> <input type="checkbox"/> Sign, Type: _____</p> <p><input type="checkbox"/> Other: _____</p>	<p>Building/Sign Information</p> <p>Overall Length: _____ feet</p> <p>Overall Width: _____ feet</p> <p>Floor Area: _____ sq. feet</p> <p>Overall Building Height: _____ feet Sign</p> <p>Area: _____ sq. feet</p> <p>Sign Height _____ feet</p>
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PROPOSED USE (check all that apply)

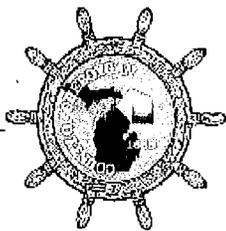
<input type="checkbox"/> Single-Family Residence	<input type="checkbox"/> Expansion / Addition	<input type="checkbox"/> Office	<input type="checkbox"/> Agricultural
<input type="checkbox"/> Duplex	<input type="checkbox"/> Garage or Accessory	<input checked="" type="checkbox"/> Commercial	<input type="checkbox"/> Institutional
<input type="checkbox"/> Multi-Family, # of units ____	<input type="checkbox"/> Storage	<input type="checkbox"/> Industrial	<input type="checkbox"/> Utility
			<input checked="" type="checkbox"/> Other: <u>FRM/ACT MARKET</u>

Has there been a Site Plan or Special Use Permit approved for this parcel before? YES NO

If YES, date of approval: _____ Approved Use: _____

Directions to site: Downtown Indian River, access from township Hall.

SITE PLAN REVIEW APPLICATION



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1. Describe all anticipated activities (e.g. type of business, hours of operation, number of employees, etc). Attach additional sheets if needed.

ARTISANS OUTDOOR Market To include: Produce Fine ARTS, Crafts and related items. To be sold from outdoor Booth space on designated Property (Seasonal: June Through October)

2. Site Plan Standards.

PLEASE EXPLAIN HOW YOUR REQUEST MEETS EACH OF THE FOLLOWING STANDARDS

- a. The site plan shall be designed so that there is a limited amount of change in the overall natural contours of the site and shall minimize reshaping in favor of designing the project to respect existing features of the site in relation to topography, the size and type of the lot, the character of adjoining property and the type and size of buildings. The site shall be developed so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this Ordinance.

No Proposed Changes to Site

- b. The landscape shall be preserved in its natural state, insofar as practical, by minimizing tree and soil removal, and by topographic modifications which result in smooth natural appearing slopes as opposed to abrupt changes in grade between the project and adjacent areas.

No Proposed Changes to Site

- c. Special attention shall be given to proper site drainage so that removal of storm waters will not adversely affect neighboring properties.

No Proposed Changes to Site

- d. The site plan shall provide reasonable, visual and sound privacy for all dwelling units located therein. Fences, walls, barriers and landscaping shall be used, as appropriate, for the protection and enhancement of property and for the privacy of its occupants.

No proposed Changes to Site = Day time Operation Only ^{NO. perm 3/17.}

- e. All buildings or groups of buildings should be so arranged as to permit emergency vehicle access by some practical means.

There is access through Circle Drive

- f. Every structure or dwelling unit shall have access to a public street, walkway or other area dedicated to common use.

No Proposed Changes to Site

- g. For subdivision plats and subdivision condominiums, there shall be a pedestrian circulation system as approved by the Planning Commission.

NOT Applicable

- h. Exterior lighting shall be arranged as follows:

i. It is deflected away from adjacent properties. No Proposed Changes

ii. It does not impede the vision of traffic along adjacent streets. No proposed Changes

iii. It does not unnecessarily illuminate night skies. No Proposed Changes

SITE PLAN REVIEW APPLICATION



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SITE PLAN REVIEW APPLICATION

- i. The arrangement of public or common ways for vehicular and pedestrian circulation shall respect the pattern of existing or planned streets and pedestrian or bicycle pathways in the area. Streets and drives which are part of an existing or planned street pattern which serves adjacent development shall be of a width appropriate to the traffic volume they will carry and shall have a dedicated right-of-way equal to that specified in the Master Plan.

Current Street and Driveway Dimensions are in affect, no Proposed changes to Site

- j. Site plans shall conform to all applicable requirements of state and federal statutes and the Cheboygan County Master Plan, and approval may be conditioned on the applicant receiving necessary state and federal permits.

All required statotes and County Right of Way determinations will be conformed to.

3. Size of property in sq. ft. or acres: .51

4. Present use of property: Vacant Building: For Sale

5. Does the proposed use of the property include or involve either:

- Junk or salvage yard (Section 3.6) YES NO
- Mineral extraction (Section 17.17) YES NO

If YES, this application must include a written plan as described in the Zoning Ordinance.

6. Attach a copy of Warranty Deed or other proof of ownership.

7. Attach a copy of certified Property Survey or dimensioned property land plat.

AFFIDAVIT

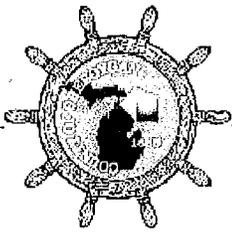
The undersigned affirms that the information and plans submitted in this application are true and correct to the best of the undersigned's knowledge.

Applicant's Signature Delba Willey Date 5/24/17

Does the property owner give permission for County zoning officials to enter his or her property for inspection purposes? Property only - Not Building

Yes No

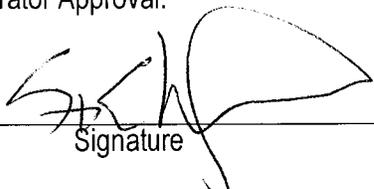
Owner's Signature Non User Date 5/24/17



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FOR PLANNING/ZONING DEPT. USE ONLY

Date Received:	6/1/17	Notes:
Fee Amount Received:		
Receipt Number:		
Public Hearing Date:	6/21/17	
Planning/Zoning Administrator Approval:		
 Signature		6/5/17 Date

SITE PLAN REVIEW APPLICATION

SITE PLAN REVIEW APPLICATION

SITE PLAN REQUIREMENT CHECKLIST

(TO BE SUBMITTED WITH APPLICATION AND SITE PLAN)

ALL ITEMS LISTED BELOW MUST BE SUBMITTED IN ORDER FOR THIS APPLICATION TO BE DEEMED COMPLETE. INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED OR PROCESSED. EACH SITE PLAN SHALL DEPICT THE ITEMS LISTED BELOW, EXCEPT FOR THOSE ITEMS DETERMINED DURING THE PRE-APPLICATION CONFERENCE TO NOT BE APPLICABLE.

PLACE A CHECK MARK NEXT TO EACH REQUIREMENT TO SHOW THAT THE INFORMATION HAS BEEN SUPPLIED OR THAT A WAIVER IS BEING REQUESTED. IF A WAIVER IS BEING REQUESTED PLEASE NOTE ON THE NEXT PAGE THE REASON FOR THE WAIVER. SIGN AND DATE THIS CHECKLIST WHEN ALL ITEMS HAVE BEEN COMPLETED. PLEASE SUBMIT THIS CHECKLIST WITH YOUR APPLICATION.

INFORMATION SUPPLIED	WAIVER REQUESTED	REQUIREMENT
✓		a. North arrow, scale and date of original submittal and last revision. Site plan is to be drawn at a scale of 1 inch = 100 ft. or less.
✓		b. Seal of the registered engineer, architect, landscape architect, surveyor, planner, or other site plan preparer. Location of proposed and/or existing property lines, dimensions, legal descriptions, setback lines and monument locations.
✓		c. Location of existing and proposed public roads, rights-of-way and private easements of record and abutting streets.
	✓	d. Topography at maximum five foot intervals or appropriate topographic elevations to accurately represent existing and proposed grades and drainage flows.
N.A.		e. Location and elevations of existing water courses and water bodies, including county drains and man-made surface drainage ways, stormwater controls, flood plains, and wetlands.
✓		f. Location of existing and proposed buildings and intended uses thereof.
✓		g. Details of entryway and sign locations should be separately depicted with an elevation view.
✓		h. 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), fire lanes and all lighting thereof.
✓		i. Location, size, and characteristics of all loading and unloading areas.
✓		j. Location and design of all sidewalks, walkways, bicycle paths and areas for public use as approved by the Planning Commission.
		k. Location of all other utilities on the site including but not limited to wells, septic systems, stormwater controls, natural gas, electric, cable TV, telephone and steam and proposed utility easements.
N.A.		l. Proposed location, dimensions and details of common open spaces and common facilities such as community buildings or swimming pools if applicable.

SITE PLAN REVIEW APPLICATION

SITE PLAN REQUIREMENT CHECKLIST

(TO BE SUBMITTED WITH APPLICATION AND SITE PLAN)

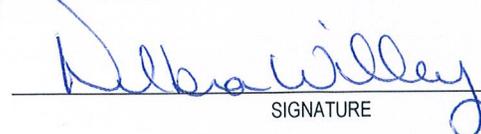
INFORMATION SUPPLIED	WAIVER REQUESTED	REQUIREMENT
N.A.		m. Location and specifications for all fences, walls, and other screening features.
N.A.		n. Location and specifications for all existing and proposed perimeter and internal landscaping and other buffering features.
N.A.		o. Exterior lighting locations with area of illumination illustrated as well as the type of fixtures and shielding to be used.
N.A.		p. Location, size and specifications for screening of all trash receptacles and other solid waste disposal facilities.
N.A.		q. Elevation drawing(s) for proposed commercial and industrial structures.
N.A.		r. 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
N.A.		s. Floor plans, when needed to determine the number of parking spaces required.

PLEASE LIST THE REQUIREMENT FOR WHICH A WAIVER IS BEING REQUESTED. ALSO PROVIDE AN EXPLANATION/REASON FOR THE WAIVER REQUEST.

<u>SECTION</u>	<u>REASON FOR WAIVER REQUEST</u>
d.	No changes to existing topography is proposed

AFFIDAVIT

I CERTIFY THAT ALL SITE PLAN REQUIREMENTS (A THROUGH S) ARE DRAWN ON THE SITE PLAN, ATTACHED TO THIS APPLICATION AND/OR I AM REQUESTING A WAIVER. I CERTIFY THAT ALL INFORMATION AND DATA ATTACHED TO AND MADE PART OF THIS SPECIAL LAND USE PERMIT APPLICATION ARE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.



 SIGNATURE

6/1/17

 DATE

LAND AREA
UNDER CONTROL
OF TUSCARORA TOWNSHIP

SUBMITTED BY,
DEBI WILLEY, MGR
INDIAN RIVER CO.
5/24/17

Debra Willey

SCALE 1" = 30'

NORTH
↙



S. STRAITS Hwy
4



INDIA-7

OP ID: RW

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/24/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Barnich Kavanaugh & Cooper Inc P.O. Box 326, 220 Water Street Cheboygan, MI 49721-0326 Rose Waite	231-627-4381	CONTACT NAME: Joseph Breed PHONE (A/C, No, Ext): 231-627-4381 FAX (A/C, No): E-MAIL ADDRESS: jbreed@bkcinurance.com
	INSURER(S) AFFORDING COVERAGE	
INSURED Indian River Resort Region Chamber of Commerce P.O. Box 57 Indian River, MI 49749-0057	INSURER A: West Bend Mutual Insurance Co.	NAIC # 15350
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		1872866	06/06/2017	06/06/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 200,000 MED EXP (Any one person) \$ excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Pertains to use of premise at 3589 S. Straits Hwy., Indian River, MI.

CERTIFICATE HOLDER Ron Vance Vance's Rehabilitation Center 609 N. Court Ave. Gaylord, MI 49735	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Rose Waite
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**MINUTES OF THE REGULAR MEETING OF THE
TUSCARORA TOWNSHIP BOARD
May 2, 2017 – Approved June 6, 2017**

Meeting called to order at 7:00 pm by Supervisor Ridley with the Pledge of Allegiance.

Members Present: Vance, Balazovic, Ridley, Fisher, Waldron
Members Absent: None

Minutes of the April meeting were approved as presented.

Clerk Fisher moved and Trustee Vance seconded to adopt the agenda as presented. Motion carried.

Public comments on agenda items – No public comments were received.

Committee/Commission Reports:

DDA –RFP for streetscape design has been issued and continued discussion on the proposed the I-75 business loop. Sherri Lincoln has submitted her resignation to spend more time on her businesses. Supervisor Ridley thanked her for her time on the DDA Board. **Parks Commission** – The five-year plan has been completed and submitted, the reservation policy for the pavilions has been revised and is available online. **Marina Park** – Continuing the design of a new sign for Marina Park. The Marina Park Committee is seeking approval to finish the landscaping at the Trailhead by signing a contract with North Star for a not to exceed cost of \$2,600.00. **Motion** by Clerk Fisher and seconded by Trustee Waldron to approve a not to exceed cost of \$2600.00 for landscaping at the Trailhead. Motion carried. **Planning Commission** – No report.

Airport Managers Report – No report.

Treasurer Report- Treasurer Balazovic reported that the general accounts have \$1,490,382.00 and the tax accounts have \$8,086.00 both without interest.

Correspondence – Cheboygan County Road Commission and a letter from Mr. Muscott.

FOIA Report – Clerk Fisher reported that in the past month we have received one FOIA request.

Joe Elliott, Gourdie Fraser (GFA), provided two possible alternatives for the future operation and maintenance of our wastewater collection and treatment facility. GFA's Class B Operator, Dave Goen, will be retiring December 31, 2017.

One alternative would be for the township to hire their own Class B Operator and the second would be for the township to request bids to hire a new firm for the operation and maintenance. Elliott also provided a timeline for the township to have someone in place by year-end 2017.

Karen Magee, Indian River Area Library Director, announced that the library will be putting a millage on the August 2018 ballot. They are looking to form a millage committee to work on publicizing why this millage is important to the future of the library. A May 20th workshop has been scheduled to learn how to run a successful millage campaign. Magee provided contact information for anyone interested in attending.

The Indian River Chamber of Commerce and Richard Lincoln are interested in bringing an outdoor summer Artisans market to Indian River. The owners of the Lumbar Yard have given them permission to use their property and to have sufficient parking the Chamber is requesting the use of township property for the artisan's parking. A meeting has been scheduled for May 9th at the Township Hall for further discussions.

Motion by Clerk Fisher and seconded by Trustee Waldron to approve the use of the township property east of the Lumbar Yard for artisan's parking. Motion carried.

The owners of Precision Hardwood are requesting the township to vacate sewer easements placed on their property in the Commerce Park. Precision is combining four parcels and the easements will no longer be needed. The request is tabled until the legal documents needed to fulfill this request are provided.

We have received the \$471,272.50 balance owing for the Burt Lake State Park hook-up to the sewer system. Clerk Fisher presented her recommendations for these monies.

Motion by Trustee Waldron and seconded by Trustee Vance to pay the General Fund the balance of outstanding monies owed by the sewer account and any remaining monies needed to fund the RRI account. The balance of the funds to be placed in a separate bank account. Motion carried.

The REU review for Toni Wilson's change of use is tabled until she has received approval to move her liquor license.

Motion by Trustee Waldron and seconded by Treasurer Balazovic to spend up to \$625.00 as matching funds for a Commerce Park sign. The DDA has already approved the expenditure. Motion carried.

Public comment began at 7:52 p.m. Comments were heard from two citizens. Public comment ended at 7:54 p.m.

Board member comments: Clerk Fisher reported that she and Jim Purtill discussed the concern voiced on flower containers left at the township cemeteries. They are recommending that any flower containers remaining after October 1 be stored behind the shed until May 1. At that time, any flower containers not claimed will be disposed of. Trustee Vance requested monthly reports as to those in the sewer district that are not in compliance and what actions have been taken to correct that.

Motion by Trustee Waldron and seconded by Treasurer Balazovic to pay the bills and approve the General Ledger Transactions. Motion carried with five ayes.

Treasurer Balazovic moved to adjourn at 7:56 p.m.

Respectfully submitted,

Susan Fisher, Clerk
Michael Ridley, Supervisor



CHEBOYGAN COUNTY COMMUNITY DEVELOPMENT DEPARTMENT

CHEBOYGAN COUNTY BUILDING ■ 870 S. MAIN STREET, PO BOX 70 ■ CHEBOYGAN, MI 49721
PHONE: (231)627-8489 ■ FAX: (231)627-3646
www.cheboygancounty.net/planning/

STAFF REPORT

Item: Consideration of site plan review for Farm market and artisan specialty retail use in the Village Center Indian River zoning district.	Prepared by: Scott McNeil
Date: June 14, 2017	Expected Meeting Date: June 21, 2017

GENERAL INFORMATION

Applicant: Indian Chamber of Commerce
Contact person: Debra Willey
Phone: 231-238-9325

Requested Action: Consideration of site plan review for farm market and artisan specialty retail use in the Village Center Indian River zoning district.

BACKGROUND INFORMATION

Introduction:

The subject property is located in the Village Center Indian River (VC-IR) district. The applicant is seeking site plan review approval for Farm market and artisan specialty retail use in the Village Center Indian River zoning district.

Farm market and Specialty retail uses are allowed in the Village Center Indian River (VC-IR) district per sections 13A.2.7 and 13A.2.16.

The applicant proposes seasonal use (June through October of each year) of a portion of the subject property as indicated on the site plan to provide a location for sale of farm products and artwork from individual stands. The site contains a vacant commercial structure.

Current Zoning: Village Center Indian River (VC-IR)

Surrounding Land Uses: Commercial uses to the north, south and west. North Central State Trail to the east.

Environmentally Sensitive Areas (steep slopes, wetlands, woodlands, stream corridor, and floodplain): There are no known environmentally sensitive areas on the subject site.

Historic buildings/features:

There are no buildings or known historic features on this site.

Traffic Implications:

The site is located on South Straits Highway. This project will have minimal effect on current traffic conditions.

Parking:

The applicant has provided information on the site plan indicating a portion of the site to be use for parking along with an adjacent area which is under control of Tuscarora Township (see exhibit 6). Section 17.6. provides a parking space requirement for Roadside stands of 5 per establishment. The applicant has indicated that the number of establishments will vary from week to week. Assuming an average establishment would measure 10 ft. by 10 feet. with 10 foot wide walkways, the site will support 20 establishments with would require 100 parking spaces using the roadside stand standard.

I have also reviewed Parking Standards as published by the American Planning Association and find the following parking standards for farmer's markets;

1 per 100 square feet (Concord N.H.) and 6 plus one for every 250 feet (Owensboro Ky.)

Based on these parking standards, 46 and 25 parking spaces would be required respectively.

I have completed a parking estimate on a copy of the site plan which indicates 29 off street parking sites. (see figure 1 of this report.)

Section 13A.4.1. states as follows relative to parking in the VC-IR district:

The Planning Commission may waive all or a portion of the off-street parking requirements normally assigned to uses according to Article 17.6 if the Planning Commission finds that sufficient parking would exist through shared and/or on-street parking.

Proposed findings relative to section 13A.4.1. are provided in the Findings of Fact document for your consideration.

Access and street design: (secondary access, pedestrian access, sidewalks, residential buffer, ROW width, access to adjacent properties)

The subject property is located on South Straits Highway.

Signs.

The applicant has indicated that they will use temporary signs. Provisions of the sign ordinance relative to temporary signs within the VC-IR zoning district will apply.

Fence/Hedge/Buffer

No new fence, hedge or other type of buffer are proposed or required.

Lighting: No new lighting is proposed.

Stormwater management;

No changes to existing stormwater management are proposed.

Review or permits from other government entities

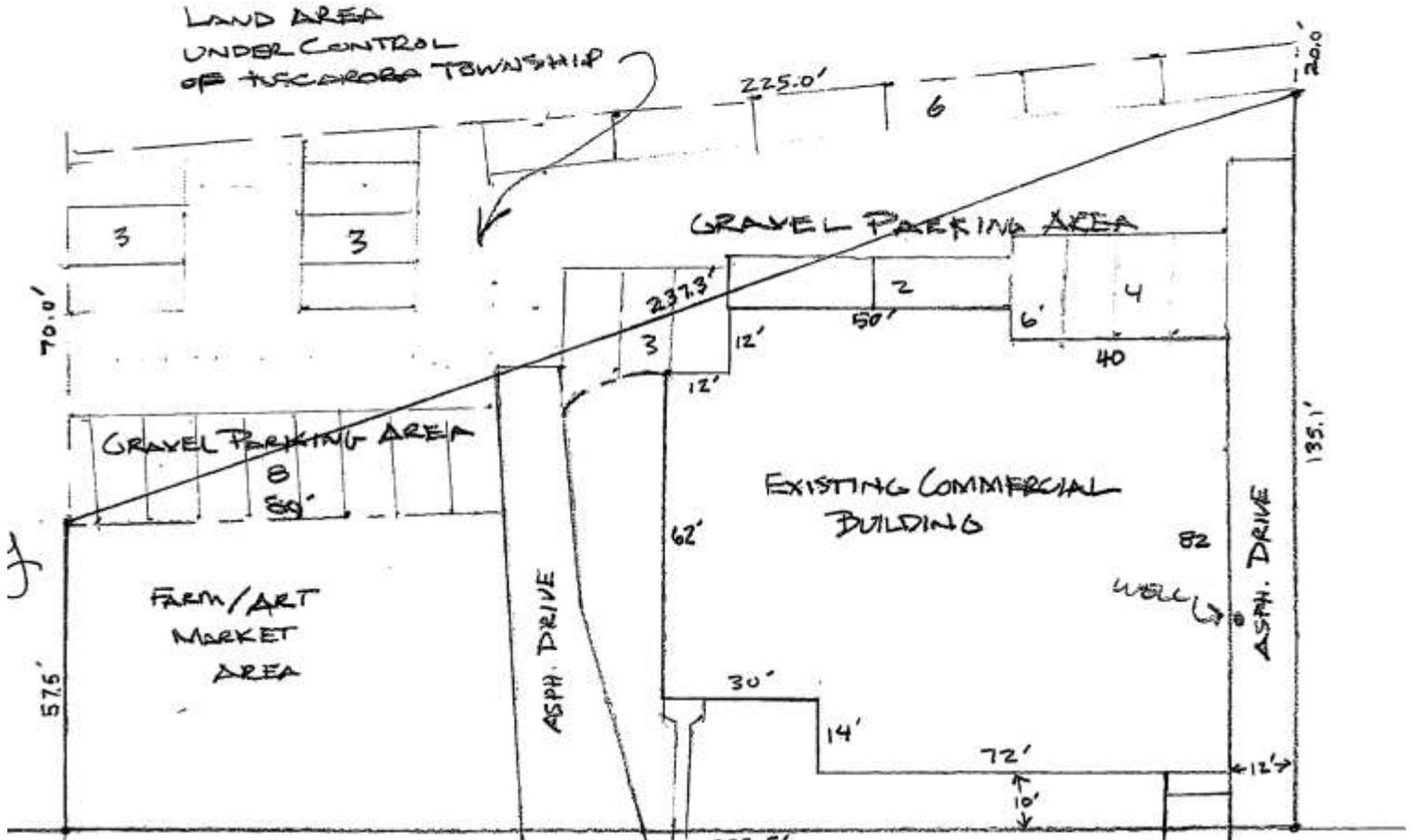
Applicable requirements of the Health Department

Recommendations (proposed conditions)

None

Figure 1 – Staff off street parking estimate

IRCC OFF STREET PARKING ESTIMATE.
6/13/17 SCW



CHEBOYGAN COUNTY PLANNING COMMISSION

SITE PLAN REVIEW

Wednesday, June 21, 2017, 7:00 PM

Applicant

Indian River Chamber of Commerce
3435 South Straits Highway
Indian River, Mi. 49749

Owner

Ron Vance
609 North Court Street
Gaylord, Mi. 49735

Parcel

3589 South Straits Hwy.
Tuscarora Township
161-M55-033-002-00

GENERAL FINDINGS

1. The subject property is zoned Village Center Indian River District (VC-IR).
2. The applicant is seeking a site plan review approval for Farm market and artisan Specialty retail use.
3. Farm market and Specialty retail uses are allowed with site plan review approval in the VC-IR district per sections 13A.2.7 and 13A.2.16.
4. The applicant requests a waiver from the topography survey requirement.
5. .
- 6.

SPECIFIC FINDINGS OF FACT UNDER SECTION 13A.4.1. OF THE ZONING ORDINANCE

13A.4.1. The Planning Commission may waive all or a portion of the off-street parking requirements normally assigned to uses according to Article 17.6 if the Planning Commission finds that sufficient parking would exist through shared and/or on-street parking.

1. The applicant is seeking a site plan review approval for Farm market and artisan Specialty retail use. (see exhibit 3)
 2. The applicant has provided information indicating approval from Tuscarora Township for use of additional adjacent parking area under control of Tuscarora Township. (see exhibit 6)
 - 3.
 4. The Planning Commission here by waives the off-street parking requirement.
- Or.

1. The applicant is seeking a site plan review approval for Farm market and artisan Specialty retail use. (see exhibit 3)
2. The Planning Commission finds that inadequate information has been provided in order to determine parking requirements.
- 3.
4. The Planning Commission here by does not waive the off-street parking requirement.

SPECIFIC FINDINGS OF FACT UNDER SECTION 20.10 OF THE ZONING ORDINANCE

The Planning Commission makes the following findings of fact as required by section 20.10 of the Zoning Ordinance for each of the following standards listed in that section:

- a. The site plan shall be designed so that there is a limited amount of change in the overall natural contours of the site and shall minimize reshaping in favor of designing the project to respect existing features of the site in relation to topography, the size and type of the lot, the character of adjoining property and the type and size of buildings. The site shall be developed so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this Ordinance.
 1. The application provides for no change in the overall natural counters of the site. (see exhibit 3)
 - 2.
 3. Standard has been met.
- Or,
- 1.
 2. Standard has not been met.

- b. The landscape shall be preserved in its natural state, insofar as practical, by minimizing tree and soil removal, and by topographic modifications which result in smooth natural appearing slopes as opposed to abrupt changes in grade between the project and adjacent areas.
 - 1. No change relative to tree and soil removal is proposed.(see exhibit 3)
 - 2. No topographic modifications at the site are proposed. (see exhibit 3)
 - 3.
 - 4. Standard has been met.Or,
 - 1.
 - 2.
 - 3. Standard has not been met.

- c. Special attention shall be given to proper site drainage so that removal of storm waters will not adversely affect neighboring properties.
 - 1. No changes are proposed for storm water removal.(see exhibit 3)
 - 2.
 - 3. Standard has been met.Or,
 - 1. The applicant has not demonstrated in the application or on the site plan that proper site drainage will be maintained. (see exhibits 3 and 4)
 - 2.
 - 3. Standard has not been met.

- d. The site plan shall provide reasonable, visual and sound privacy for all dwelling units located therein. Fences, walls, barriers and landscaping shall be used, as appropriate, for the protection and enhancement of property and for the privacy of its occupants.
 - 1. This standard is not applicable. No dwelling units are proposed.

- e. All buildings or groups of buildings should be so arranged as to permit emergency vehicle access by some practical means
 - 1. The application provides for a practical means of access for emergency vehicles from South Straits Highway .(see exhibit 3 and 4)
 - 2.
 - 3. Standard has been met.Or,
 - 1.
 - 2. Standard has not been met.

- f. Every structure or dwelling unit shall have access to a public street, walkway or other area dedicated to common use.
 - 1. The site is located on, and has access to South Straits Highway. (see exhibit 3 and 4)
 - 2.
 - 3. Standard has been met.Or,
 - 1.
 - 2. Standard has not been met.

- g. For subdivision plats and subdivision condominiums, there shall be a pedestrian circulation system as approved by the Planning Commission.
 - 1. This standard is not applicable. No subdivision plats and subdivision condominiums are proposed.

- h. Exterior lighting shall be arranged as follows: a. It is deflected away from adjacent properties, b. It does not impede the vision of traffic along adjacent streets and c. It does not unnecessarily illuminate night skies.
 - 1. Existing lights shall be deflected away from adjacent properties, shall not impede the vision of traffic along adjacent streets and shall not unnecessarily illuminate night skies. (see exhibit 3)
 - 2. No new lighting is proposed (see exhibit 3)
 - 3.
 - 4. Standard has been met.
 Or,
 - 1.
 - 2. Standard has not been met.

- i. The arrangement of public or common ways for vehicular and pedestrian circulation shall respect the pattern of existing or planned streets and pedestrian or bicycle pathways in the area. Streets and drives which are part of an existing or planned street pattern which serves adjacent development shall be of a width appropriate to the traffic volume they will carry and shall have a dedicated right-of-way equal to that specified in the Master Plan..
 - 1. Not applicable. No public common ways are proposed.

- j. Site plans shall conform to all applicable requirements of state and federal statutes and the Cheboygan County Master Plan, and approval may be conditioned on the applicant receiving necessary state and federal permits.
 - 1. This site plan will conform to the Master Plan, zoning ordinance, and any applicable state and federal laws. (see exhibit 1,2, 3 and 4)
 - 2.
 - 3. Standard has been met.
 Or,
 - 1. The site plans do not conform to the following requirements: _____
 - 2.
 - 3. Standard has not been met.

DECISION

TIME PERIOD FOR JUDICIAL REVIEW

State law provides that a person having an interest affected by the zoning ordinance may appeal a decision of the Planning Commission to the Circuit Court. Pursuant to MCR 7.101 any appeal must be filed within twenty-one (21) days after this Decision and Order is adopted by the Planning Commission.

DATE DECISION AND ORDER ADOPTED

Wednesday, June 21, 2017

Patty Croft, Chairperson

Charles Freese, Secretary



CHEBOYGAN COUNTY COMMUNITY DEVELOPMENT DEPARTMENT

CHEBOYGAN COUNTY BUILDING ■ 870 S. MAIN STREET, PO BOX 70 ■ CHEBOYGAN, MI 49721
PHONE: (231)627-8485 ■ FAX: (231)627-3646
www.cheboygancounty.net/planning/

Date: June 13, 2017

To: Planning Commissioners

From: Scott McNeil

Re: Presentation of proposed jail expansion project for 2018 Capital Improvement Program.

Included with this memo is the project description for the jail expansion project submitted by the Cheboygan County for your review.

County Administrator Jeff Lawson is scheduled to present the project at the June 21 regular meeting.

This is the only project for which the Planning Commission has requested a presentation and remains to be considered for inclusion in the CIP and placed in a priority category. All other projects proposed for inclusion in the 2018 CIP have been placed in a priority category.

Please do not hesitate to contact me with questions or comments.

Cheboygan County Capital Improvement Program

Project Description

Project Title: County Building Jail Expansion and Storage Building

Agency: Cheboygan County

Project Type: Facility Improvement

Project Description: The County has completed preliminary plans and cost estimates to construct a kitchen facility, inmate dorm area as well as security upgrades to the Jail. The second phase of the project would consist of construction of storage area for the Sheriff's Marine-Trail vehicles and equipment as well as a record storage area.

Est. Project Year 2018-19

Estimated Cost: \$2.2 million dollars

Planning Commission Priority Category:



CHEBOYGAN COUNTY COMMUNITY DEVELOPMENT DEPARTMENT

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Date: June 8, 2017

To: Planning Commission

From: Scott McNeil, Planner

Re; Sign Ordinance Amendment.

Included with this memo please find a draft amendment document dated June 7, 2017 which has been reviewed by Cheboygan County Civil Attorney Bryan Graham.

The only change proposed to the amendment as a result of the review by Mr. Graham is to remove the Planning Commission review of signs which may constitute a safety hazard from section 17.19.3.F. The former language stated as follows:

F. Signs with concrete foundations or other solid anchoring devices that project above the surface of the ground and located as to constitute a safety hazard to vehicular traffic. The Planning Commission may rule on the hazard potential of any proposed sign or sign structure and shall prohibit such sign or require a modification upon finding the presence of a safety hazard

Mr. Graham noted that the first and second sentence provide the same measure of review and should be left to the zoning administrator upon review of an application. The new proposed language reads as follows:

F. Signs with concrete foundations or other solid anchoring devices that project above the surface of the ground and located as to constitute a safety hazard to vehicular traffic.

The remainder of the amendment provisions remain as last reviewed.

As a result I believe the amendment is in order for review at a public hearing.

I will look forward to further discussion on this matter with the Planning Commission.

Please contact me with questions.

DRAFT 6/7/17

CHEBOYGAN COUNTY

Zoning Ordinance Amendment # _____

AN ORDINANCE TO AMEND THE CHEBOYGAN COUNTY ZONING ORDINANCE No. 200 TO PROVIDE DEFINITIONS, REGULATIONS AND STANDARDS FOR SIGNS.

THE COUNTY OF CHEBOYGAN, STATE OF MICHIGAN ORDAINS

Section 1. Repeal of Section 11.7.1

Section 11.7.1. is hereby repealed and reserved for future use.

Section 2. Amendment of Section 17.19.1.

The following definitions within Section 17.19.1 of the Cheboygan County Zoning Ordinance No. 200 are hereby repealed:

Neighborhood identification sign, Noncommercial sign, Off-premise sign, Political sign, and Real Estate Sign.

Section 3. Amendment of Section 17.19.2.

Section 17.19.2. of the Cheboygan County Zoning Ordinance No. 200 is hereby amended to read in its entirety as follows:

17.19.2. SIGNS NOT REQUIRING A ZONING PERMIT

The following signs may be placed in any zoning district without a zoning permit, provided such signs are established in a lawful manner and do not create a nuisance or safety hazard:

- A. Incidental signs, not exceeding 3 square feet of sign surface area.
- B. Any temporary sign constructed using a wire, metal, wood or other support structure capable of being placed in the ground and removed from the ground by a single individual with relative ease subject to the following requirements:
 - 1. Each sign shall be removed from the lot within sixty (60) days of its original placement and no more than two (2) days after the subject matter of the sign has expired, except as otherwise provided by law.
 - 2. The total sign surface area of all signs shall be no more than thirty two (32) square feet and each sign shall be no more than four (4) feet in height except as otherwise provided by law.
- C. Governmental signs.
- D. One (1) dwelling owner or occupant name plate per use which is not illuminated and does not exceed an area of two (2) square feet of sign surface area, and may be in addition to any other permitted sign.
- E. Signs that have been approved in conjunction with a valid site plan or PUD.
- F. Any sign authorized pursuant to a written contract between the owner of the lot on which the sign will be located and any third party and placed on the lot for a specified period of time subject to the following requirements:
 - 1. Each sign shall be removed from the lot within thirty (30) days after the contract authorizing the sign matter of the sign has expired.
 - 2. Each sign shall be limited to thirty two (32) square feet of sign surface area.
 - 3. There shall be no more than one (1) sign per lot.
- G. Signs on motor vehicles not used primarily for advertising purposes.

H. The use of any balloons, flags, pennants or pinwheels, individually, as a group, or connected to a sign intended to draw attention to a specific event at a specific location subject to the following requirements:

1. Balloons, flags, pennants or pinwheels, shall not be placed on the lot more than fifteen (15) days before the specific event.
2. Balloons flags, pennants or pinwheels shall be removed from the lot within two (2) days after the specific event is over.

Section 4. Amendment of Section 17.19.3.

Subsection 17.19.3. of the Cheboygan County Zoning Ordinance No 200 is hereby amended to read in its entirety as follows:

17.19.3. PROHIBITED SIGNS

The following signs are prohibited in all zoning districts.

- A. Signs with moving or revolving parts.
- B. Signs affixed to any governmental or public utility structure, except incidental signs.
- C. Signs located in the right-of-way of a public sidewalk or highway, unless the governmental body with jurisdiction over the public sidewalk or highway consents in writing to the placement of the sign and such sign otherwise meets the applicable sign regulations of this Ordinance.
- D. Signs utilizing vehicles, trucks, vans, trailers or other similar wheeled devices, including those where the wheels have been removed, excluding signs on vehicles that are used in the day to day operations of the business to which the sign pertains.
- E. Signs that interfere with traffic visibility or public services.
- F. Signs with concrete foundations or other solid anchoring devices that project above the surface of the ground and located as to constitute a safety hazard to vehicular traffic..

Section 5. Amendment of Section 17.19.5.

Subsection 17.19.5. of the Cheboygan County Zoning Ordinance No 200 is hereby amended to read in its entirety as follows:

17.19.5. VILLAGE CENTER INDIAN RIVER ZONING DISTRICT SIGN REQUIREMENTS

Signs in the Village Center Indian River zoning district shall comply with the following requirements:

- A. All signs shall be constructed of metal, masonry, wood, or a wood simulator such as molded plastic or routed foam.
- B. For lots which face more than one (1) street, sign requirements of Section 17.19.8 shall apply to each street front.
- C. Signs shall not extend or overhang into the public right of way (ROW), unless they are 11 ft. above the ROW (at their lowest point) and unless the governmental body with jurisdiction of the public sidewalk or right-of-way consents in writing to the placement of such sign.
- D. In addition to the maximum sign surface area, all lots shall be allowed a bonus of three (3) square feet of sign surface area for each additional use above one (1). This bonus applies to Projecting, Freestanding, and Wall signs only.

Section 6. Amendment of Section 17.19.5.A.

Subsection 17.19.5.A. of the Cheboygan County Zoning Ordinance No 200 is hereby amended to read in its entirety as follows:

17.19.5.A VILLAGE CENTER TOPINABEE ZONING DISTRICT SIGN REQUIREMENTS

Signs in the Village Center Topinabee zoning district shall comply with the following requirements:

- A. All signs shall be constructed of metal, masonry, wood, or a wood simulator such as molded plastic or routed foam.
- B. Lots with more than one (1) lot line abutting a public right-of-way may have one (1) permanent sign located on the lot along each public right-of-way, subject to the total size requirements under Section 17.19.8. Provided, however, this provision shall not apply to canopy signs.
- C. Signs shall not extend or overhang into the public right of way (ROW), unless they are 11 ft. above the ROW (at their lowest point) and unless the governmental body with jurisdiction of the public sidewalk or right-of-way consents in writing to the placement of such sign.

Section 7. Amendment of Section 17.19.7.D.

Section 17.19.7.D. of the Cheboygan County Zoning Ordinance No 200 is hereby amended to read in its entirety as follows:

- D. Billboards as defined by the Highway Advertising Act of 1972 (1972 PA 106), that border interstate highways, freeways, or primary highways, as defined in said Act, shall be regulated and controlled by the provisions of such Act, notwithstanding the provisions of this ordinance.

Section 8. Severability.

If any section, clause, or provision of this Ordinance is declared unconstitutional or otherwise invalid by a court of competent jurisdiction, said declaration shall not affect the validity of the remainder of the Ordinance as a whole or any part thereof, other than the part so declared to be unconstitutional or invalid.

Section 9. Effective Date.

This Ordinance shall become effective eight (8) days after being published in a newspaper of general circulation within the County.

CHEBOYGAN COUNTY

By:
Its: Chairperson

By: Karen L. Brewster
Its: Clerk