

**Birch Run Township Planning Commission Meeting  
June 13, 2016 at 7:00 p.m.  
Birch Run Township Meeting Room  
11935 Silver Creek Dr, Birch Run, Michigan 48415**

**Minutes**

The meeting was called to order by Chairman CJ Norris at 7:00 p.m. with the Pledge of Allegiance to the Flag of the United States of America.

**Members Present:**

CJ Norris, Chair; Steve Schaar, Vice Chair; Michelle Duncan, Recording Secretary; Members Mike Marr, Fred Sheridan, Ed Munson, Elaine Parlberg and Helen Morse

**Members Absent:**

None

**Others Present:**

Mike Setzer, Building Inspector/Zoning Administrator; Craig Zokas, General RV

**Recognition:**

Michelle Duncan as Planning Commission recording secretary.

**Roll Call:**

**In Attendance:** Schaar, Marr, Sheridan, Norris, Munson, Parlberg, Morse  
**Absent:** None

**Minutes:**

Approval of March 21, 2016 Regular Meeting Minutes

Motion by Schaar, seconded by Sheridan, to Approve the March 21, 2016, Planning Commission Meeting Minutes  
Motion Carried by Unanimous Vote

Approval to Elect Member Mike Marr as Secretary to the Planning Commission

Motion by Parlberg, seconded by Sheridan, to Approve the Election of Member, Mike Marr, as Secretary  
Motion Carried by Unanimous Vote

### **Public Meeting:**

Craig Zokas, representative of General RV, is requesting approval of a site plan for an addition of a write up drive through service bay to the existing building located at 12410 Dixie Highway, Birch Run, MI. Zokas presented plans to build a drive up service bay at the existing General RV site. He proposed a ride up service area to prevent customers from the weather elements while shopping. He states there are currently 135 spaces and the new plan will eliminate some parking places but they are adding addition places and the revised total will be 150. They also plan on improving the inside of the building by adding cubicles and upgrading the current show room. To further reinforce his proposal, Zokas showed the commission members pictures of other General RV sites in the state of Michigan that have had similar renovations.

Parlberg questioned the lighting in the new space, as to why it's dark in one corner. Zokas stated LED lighting would be added to improve that situation. Marr asked Setzer if the current area is two parcels. Setzer states no, only one parcel. Parlberg also asked Zokas when the renovation would be finished. Zokas states they are paving now and that the building renovations will be done in the fall due to the summer months being General RV's busiest time of the year.

Schaar asked Setzer if a dumping station is in compliance with the current site. Setzer states the Township -DPW has reviewed the plans and everything looks fine. Marr added three sets of finished drawings would be needed.

Motion by Sheridan, seconded by Marr to Approve the site plan for an addition of a write up drive through service bay to the existing building located at 12410 Dixie Highway, Birch Run, MI, with an added condition of adding three sets of finished drawings.

**Ayes:** Marr, Sheridan, Norris, Munson, Parlberg, Morse, Schaar

**Nays:** None

Motion Carried

### **Old Business:**

Committee report on Private Roads, which was tabled until further notice and discussed at the February 8, 2016 planning commission meeting. Discussion of the Committee report on Private Roads has been further tabled until the September 19, 2016 Planning Commission Meeting.

### **Planning Commission By-Law Amendments:**

Norris states changes are as noted in the amendment, which was voted at last meeting by a 6 to 1 margin.

### **Example of Landscaping & Buffer Regulations:**

Setzer states the landscaping in the C1 District has to be consistent between each property. He referred to the level of zoning districts and usages. He also states they have non-required items for minimum requirements. Marr asked if the Commission needs to update the master plan at a later date. Setzer states it can be tabled for a meeting in the fall of 2016, after the elections are finished. Parlberg asked what is involved with the master plan. Setzer states projecting future items that are wished for and the planner will have to get involved at that point. He also states if the Commission has more site plans, the board could wave ordinance. Further discussion on this topic has been tabled for a future meeting.

## **Review of Article 5 and 6:**

Setzer asked when does the community impact analysis need to be finished. Parlberg asked what the analysis does. Setzer states it's a transportation and traffic analysis and asks what the triggers are.

Norris asked Schaar which article is next. Schaar states Articles 7 and 9 can be reviewed for the next meeting. Setzer adds Article 9 is for commercial districts that need to have the size of retail buildings put into it. Sheridan asks if the commercial district can be mixed with industrial businesses instead of re-zoning the current district. Setzer states yes. Norris asked of Rowe Professional Services, Inc. (Rowe) has to be utilized. Setzer states any company can be used.

## **Open Discussion for Issues not on the Agenda:**

Public comments/correspondence received:	None
Planning Commission Members:	None
Members in the audience:	None

## **Reports:**

Township Board Representative (Fred Sheridan): None

Zoning Board of Appeals (ZBA) Representative (Elaine Parlberg):

Parlberg states the ZBA approved a garage. Setzer asked if the setbacks were approved and also noted the property is on the corner of Dehmel and Townline Roads. Parlberg states yes, the setbacks have been approved.

## **New Business:**

Setting Public Hearing Dates: None

Outdoor Commercial Recreation (i.e., Flea Markets, Outdoor Auctions, Concerts, Farmers Markets, etc.):

Setzer states local individuals have approached him about having outdoor events, but the ordinance states they are not allowed in the commercial district. He also states the ordinance needs to be amended to include these activities. Schaar asks if it's possible to include each item on as needed basis as individual use (for example, adding Flea Market to one person, Concert to another, etc.). Setzer asks if the ordinance should be updated with language to specify flea market versus concert usage as a more permanent method rather than changing it for each person. Norris asked if the ordinance can be amended by the Commission or does a company need to be hired. Setzer states the ordinance can be updated by the Commission. Setzer asked if he should check with Rowe to get information on languages used in this case. General consensus from the Commission was yes.

Dead Creek Saloon:

Setzer states Dead Creek Saloon wants to expand their building, but was told in the past that they are in the residential district. He also states they are also considered conditional zoning meaning owners can only update or upgrade what they agree to with other parties. Anything outside of that makes the contract null and void. Marr asked if that is also considered spot zoning and Setzer states yes. Schaar ask why the site can't be spot zoned. Marr asked if Setzer can get further information on conditional zoning. Setzer states yes.

**Announcements:**

Upcoming meetings for 2016. All meetings are held in the Governmental Center unless noted:

Township Board Meeting:	2nd Tuesday of each month
Planning Commission Quarterly Meeting:	Next Meeting is scheduled for September 19, 2016
<b>(Meeting scheduled for June 20, 2016 has been cancelled)</b>	
ZBA Semi Annual Meeting:	3rd Tuesday in April and October
	Next meeting is scheduled for October 17, 2016
DDA Meeting:	To be announced

**Adjournment:**

Motion by Parlberg, Support by Morse to adjourn.

Planning Commission Meeting ended at 8:26 pm.

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CJ Norris  
Chairman

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Michelle Duncan  
Recording Secretary