

Roscommon Township Planning Commission

Regular Meeting (Virtual)

January 19, 2021

Meeting called to order by Chairman Jeske at 6:00 pm

Roll Call Vote of Members: Brotebeck *present*, Milburn *present*, Barnes *present*, Jeske *present*, Andre' *absent*
Zoning Administrator: Christian *present*. **Also in attendance:** Midge Rutter, Bryan Adams, Marcus Milton, James Prater, Beth Furze, Terry Dupuis, Kirstie Russo

- Jeske stated that the first item on the agenda was the election of officers for this year, 2021. Jeske was nominated for chairman by Milburn, Barnes second, all ayes, Jeske elected Chairman for 2021. Barnes nominated for Vice-chairman by Jeske, second by Brotebeck, all ayes, Barnes elected Vice-Chairman for 2021. Brotebeck nominated for Secretary by Barnes, second by Milburn, all ayes, Brotebeck elected Secretary for 2021.
- **Agenda: Motion:** by Jeske, second by Milburn to approve the Agenda as presented. Roll call vote: All ayes, Motion carried.
- **Minutes:** Jeske asked the commissioners if they all had a chance to look over the previous meeting minutes. Motion by Barnes, second by Brotebeck to approve the December 14, 2020 minutes as presented. Roll call vote: all ayes, motion carried.
- Jeske stated that first item on the agenda was a Site Plan Review and Special Use Permit for parcel 72-011-214-004-0020 for 2250 Towerhill Rd. Zoning Administrator Christian gave an overview of the applicant's plan to convert the existing medical building into a 5-unit, Residential apartment dwelling. Christian explained that the building had already been converted to an apartment dwelling without any permitting of any type having taken place and that he had been made aware of the situation back in October of 2020. Christian stated that he contacted the owner (Midge Rutter) and informed her that the building was not in compliance and that the Site Plan Review process would need to be initiated. Rutter informed Christian in November 2020 that two additional parties were interested in purchasing the building (Marcus Milton & Bryan Adams). Christian had spoken with both interested parties prior to Site Plan Review and informed them of the zoning violations and Site Plan requirements. Rutter began by stating that her contractor had been to the building and done a blueprint drawing (provided), stating that he would be working with the Building Agency to correct the violations. Rutter stated additional drawings would be provided outlining items that would still need attention. Marcus Milton stated that "minor alterations" had been made to the building but that no permits had been obtained. Milton stated there were funds in escrow set aside for bringing the building into compliance and stressed the need for this type of housing in the community. He stated the plan was to have a 5-unit apartment dwelling, stating no work had been done on the upper level as this was previously living-quarters. Bryan Adams stated that he was familiar with this process as he had been through it before in other townships and that the goal was to bring the building into zoning and building compliance. Beth Furze, a tenant in apt. 2, spoke in opposition to the plan, stating non-compliance from the start and a feeling of being mis-lead by the owners. Furze asked the Planning Commission to deny zoning approval. Terry Dupuis asked Rutter why no permits or approvals had been obtained prior to any work having taken place. Rutter stated it was her former husband's project and she was unaware of how it was completed. Commissioner Barnes inquired about the specific zoning related to the parcel. Christian stated the parcel is currently in a Residential zone but has a Commercial "use". Commissioner Jeske asked about whether the Commercial Use in a Residential zone is something that would need to be rescinded. Christian stated that a "change-of-use" would need to be obtained by the owners through the Building Agency following potential

approval. **Motion by Barnes to approve Special Use Permit for parcel 72-011-214-004-0020 for 2250 Towerhill Rd. to convert existing medical office building into Residential Multi-Use Apartment Dwelling. Second by Jeske, all ayes, motion carried.**

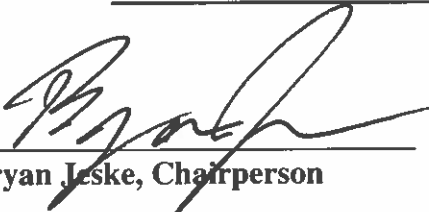
- Jeske stated the next item was to move into Site Plan Review for 2250 Towerhill Rd. Commissioner Milburn stated concern that a few of the units did not meet the 800sq/ft min requirement under “dwelling” definition. Milburn inquired if there were separate water heaters for each unit. Milton stated there was not. Milburn further inquired about location of electrical panels. Milton stated there was not a separate electrical panel for each unit but that the intent was to include all utilities with future use. Milton stated there were currently 3 water heaters and 1 electrical panel servicing 5-units. Milburn then inquired about parking and designating a specific number of spaces per unit, stating she would like to see more specifics on the next drawing. Milburn then inquired about sewer and whether the equivalents had been adjusted according to the new occupancy. Milton stated that he was unaware of what the current billing situation was. Rutter stated it was “high”, reflecting the past Commercial designation. Commissioner Jeske asked if the square footage issue should be addressed immediately. Commissioner Brotebeck stated that not all units met the 800sq/ft minimum requirement. Rutter stated that units could be re-configured to meet the requirement. Jeske stated that currently, only 2 of the 5 units meet the minimum square footage requirement. Brotebeck stated concern for the overall safety of the building and lack of ingress/egress with regard to the bedrooms. Commissioner Milburn stated that she did not feel the information provided was adequate enough to make a decision. Brotebeck suggested that given Special Use approval, new drawings could be obtained and an adequate plan be brought back to the Planning Commission upon completion. **Motion by Barnes to table the Site Plan Review for parcel 72-011-214-004-0020, 2250 Towerhill Rd until owners return with updated Site Plan including Parking, minimum square footage requirement including possible ZBA Variance Appeal, and show that updated plans will meet all building codes. Second by Brotebeck, all ayes, motion carried.**
- Jeske stated the next item on the agenda was a Site Plan Review and Special Use Permit for parcel 72-011-204-002-0055, 232 Standard St. for approval to use existing building and grounds for outdoor boat and trailer storage, shrink-wrap install and removal and metal carport retail sales. Zoning Administrator Christian stated he first noticed the business in operation in November 2020. Christian stated he contacted the owner of the property (James Prater, Norstar Investments) and explained the need for Site Plan Review and Special Use Permits. Christian stated that Mr. Prater had obtained a Fence Permit earlier in the summer for replacement of an existing privacy fence and at the time, no plans were stated or mentioned about a business being in operation at that location. James Prater stated his plan for the building was to initially open the property to neighbors on the lake but realized the potential to expand into shrink-wrapping. Prater stated the capacity to store up to 40 boats maximum on the property and the potential to store metal storage buildings on premises. Prater further stated plans to give the building a “Facelift” in 2021 with a new roof and siding and that he had no plans to change the existing sign on the building. Milburn asked about the specific size of each storage space outdoors. Prater stated no specifics but that he figures up to 40 boats could be stored outside in a 90’x200’ area. Prater mentioned a smaller fenced area specific to the outdoor storage of golf carts on the side of the building. **Motion by Jeske to approve Special Use permit for parcel 72-011-204-002-0055 at 232 Standard St for outdoor boat and trailer storage, shrink-wrapping and retail sales and rentals. Second by Brotebeck, all ayes, motion passed.**
- Jeske stated the next item was to move into Site Plan Review for 232 Standard St. Jeske asked if any dimensions had been provided for retail parking spaces. Prater stated there were no plans for retail parking spaces as the majority of the business would be done online. Prater stated that regardless, there were areas available on the north end of the building for parking of vehicles but that no retail sales would be conducted out of the building and reiterated that sales would be done strictly online.

Commissioner Barnes asked what the building would be used for. Prater stated the building would be used primarily for storage or as a “hub” for moving merchandise. Barnes stated she would be comfortable waiving the parking requirement given no retail sales would be conducted on premises. Prater stated no “hours-of-operation” are posted and minimal information on the signage. Barnes stated there appeared to be plenty of room for storage and that the fencing appeared adequate for what was being proposed. Prater stated that he did not plan to do any sales or rental of metal carports at this time. Commissioner Milburn asked if he would return to the Planning Commission if he decided to move forward with carport sales/rentals in the future. Milburn further stated she would like to see the storage designated specifically to the 40 outdoor spaces so that issues do not arise in the future. Prater agreed and stressed the importance of accessibility. When asked about shrink-wrap disposal by Milburn, Prater stated that distributors would take back a portion and that the Diamond Plaza up the road had an 8-yard dumpster that they would also be able to use if necessary. Jeske stated the need to stress outdoor storage being limited to being contained behind existing privacy fencing. Prater stated that the fenced area south of the building would be designated for golf cart storage of up to 100 golf carts. **Motion by Jeske to approve Site Plan for parcel 72-011-204-002-0055 at 232 Standard St. with the following conditions: outside storage limited to no more than 40 boats and trailers, up to 100 golf carts as designated in provided Site Plan, all outdoor storage to take place behind existing privacy fence, waste from shrink-wrap be disposed of accordingly and all local, state and federal requirements are met. Second by Barnes, all ayes, motion carried.**


- Jeske stated the next item on the agenda is discussion on the revised Short-Term Rental Ordinance Draft. Christian explained that at the last Planning Commission meeting there were some changes that were proposed to the draft ordinance, specifically related to fees and administrative actions. Terry Dupuis explained that fees were increased to cover administrative costs. Commissioner Milburn recommended the annual fee be removed from the ordinance so that a fee could be adopted by the Township Board so as to avoid having to amend the ordinance at a later time if fee structure changes should be deemed necessary. Commissioner Brotebeck stated he felt the ordinance was well structured. Commissioner Jeske agreed with the fee removal and fine structure. Commissioner Barnes stated that the Denton Township Board had reviewed the ordinance and felt that it was very well structured. Milburn inquired as to what the ordinance would be referred to, either specific to Denton or Roscommon Townships or combined as the Denton/Roscommon Short-Term Rental Ordinance. Consensus was that the ordinance would be named specific to the adopting Township and be separately named. **Motion by Jeske that the Roscommon Township Planning Commission recommend to the Roscommon Township Board to adopt the Short Term Rental Ordinance as presented and upon review. Second by Brotebeck, all ayes, motion carried.**
- Public Comment: Terry Dupuis inquired about 3rd-party administration of STR ordinance and a possible presentation to the Township Board. Kirstie Russo spoke of the potential fees and the willingness of short-term rental owners to pay higher fees for the ability to operate in the Township.

Adjourning Meeting: Brotebeck made the motion to adjourn, second by Barnes, all ayes. Meeting adjourned at 7:09 pm.

- **Next Scheduled Meeting Date: February 16, 2021 at 6:00 pm.**



Bryan Jeske, Chairperson



Bob Brotebeck, Secretary
Prepared and submitted by Robert M. Christian