

Roscommon Township Planning Commission

Regular Meeting

March 15, 2021

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

Roll Call Vote of Members: Brotebeck *present*, Milburn *present*, Barnes *absent*, Jeske *present*, Andre' *present*
@6:02pm.

Zoning Administrator: Christian *present*. Also in attendance: Lauren Sangret, Robyn Daniels, Stephen Morris, Amanda Shorter, Marcus Milton

- **Agenda: Motion:** by Jeske, second by Brotebeck 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 Jeske, second by Brotebeck to approve the February 16, 2021 minutes as presented. Roll call vote: all ayes, motion carried.
- Jeske stated that first item on the agenda was a Site Plan Review for parcel 72-011-213-004-0300 & 72-011-581-001-0000 for 4722 W. Houghton Lake Dr., Detroit Rustic Kitchens. Zoning Administrator Christian gave an overview of the applicant's plan to open a "Counter-Service" Bakery and Restaurant that would offer unique food items utilizing no "waitstaff". Lauren Sangret explained that she had purchased the building last year due to the excellent location with the hopes of being able to fulfill needs of an underserved market. Sangret expressed hopes that the business would be "community-centric" and offer a unique experience for a variety of patrons. Commissioner Brotebeck asked whether the bathrooms had been brought up to "code". Sangret stated that yes, they had been vented appropriately and that they are working with the Health Department towards ADA compliance. Brotebeck inquired about the kitchen area. Sangret stated the kitchen was immaculate and that you would not find a cleaner kitchen in the HL area. Brotebeck inquired about the food service and how it would work. Sangret stated they would have a hot/cold bakery counter serving both breakfast and lunch. Sangret explained that they would initially use a ticket or numbering system for ordering food with a focus on "quick-service". Sangret stated that no structural changes would be made to the building. Chairman Jeske asked if the existing sign marquee would be utilized. Sangret stated that the electrician was inspecting the sign and that the intention is to use if viable. Sangret stated that "spot" lighting may be utilized if necessary. Commissioner Andre inquired about the parking plan and location of waste dumpster, stating that he would like to see an enclosure around the dumpster. Sangret stated that plenty of parking had been accounted for and access around the building. Commissioner Milburn inquired about exterior lighting on the building. Sangret stated that minimal exterior lighting would be used near the entrances and on the porch. Milburn inquired as to whether a "green space" buffer would be needed. Christian confirmed that it would not be needed as the building is surrounded by roadway. Milburn asked about how many tables would be located in the building. Sangret stated a planned occupancy of 75 persons. Commissioner Andre asked about the size of the building and appropriate parking space. Milburn stated that a parking space must be 10'x20'. Sangret stated that no parking would be allowed at the front of the building facing M-55, stating safety concerns. It was determined that 37 parking spaces would be appropriate based on lot size. **Motion by Jeske to approve Site Plan Review for parcels 72-011-213-004-0300 & 72-011-581-001-0000 at 4722 W. Houghton Lake Drive for Detroit Rustic Kitchens Restaurant with the following conditions: must have designated 37 parking spaces around the restaurant, screen to be placed around the dumpster as typically required, all Federal, State and**

Local requirements are met, should the need for outdoor seating arise the applicant shall return to the Planning Commission with a new Site Plan. Second by Milburn, all ayes, motion carried.

- Jeske stated the next item on the agenda is Site Plan Revision for parcel # 72-011-202-011-1233 at 7122 W. Houghton Lake Dr. for Northern Exposures Landscaping to allow for additional office space with use to coincide with previously approved Site Plan dated 11/10/2020. Zoning Administrator Christian stated that the applicant, Chris Dilts, had recently had the opportunity to purchase the adjoining property next to his recently approved business and that he would like to add the newly acquired parcel to the approved Site Plan from November 2020. The use of the building would be for office space and showcasing of products and materials. Chris Dilts stated that as a result of the recent purchase, there would be no plans for office space inside the garage. Dilts stated the newly purchased building would be used for office space and showcasing of materials. Dilts stated that he may set up “displays” and hopes to provide retail sales out of the office building as well. Dilts stated he would like to have “bins” in the outside area similar to what had previously been approved for the other parcel for storage of stone, sand, dirt and landscaping materials for retail purchase and that no structural changes would be made to the existing building. Commissioner Andre inquired about “third-party” usage of the building. Dilts stated there were no plans to sub-lease the building. Andre asked about access drives and what would be utilized. Dilts stated there is two access points, one off Heightsview Dr. and one off of W. Houghton Lake Dr. Chairman Jeske brought up the issue of placement of the storage bins for materials. Dilts stated there were no plans to change what had previously been approved but that they may want to add additional bins in the future to the office parcel. Jeske inquired about office hours. Dilts stated there will be regular office hours and hours where various “crews” may be in the building throughout the day. Jeske asked if the bins and dumpster would still be maintained on the other parcel. Dilts confirmed that they would as originally planned. Andre inquired about weekend hours and concern for neighboring residences. Dilts stated there would typically be no weekend hours but that crews could be starting as early as 7:00am during the week, further stating that work times could vary based on the season or type of work. Jeske asked if any changes would be made to the outdoor lighting. Dilts stated that no changes to the lighting would be made but that existing sign structure would be utilized for new signage. Commissioner Milburn asked for further clarification on “use” of the office building related to retail sales. Dilts confirmed use for office space and retail sales. **Motion by Jeske to approve the Site Plan Revision for parcel 72-011-202-011-1233, 7122 W. Houghton Lake Dr. for additional office space usage provided all conditions previously approved at November 10, 2020 Planning Commission meeting are met reference parcel 72-011-202-011-1234. Second by Brotebeck, all ayes, motion carried.**
- Jeske stated the next item on the agenda is a Site Plan Revision for parcel #72-011-203-006-0100 at 8895 W. Houghton Lake Dr. to obtain approval for temporary signage placement on buildings and grounds on a semi-permanent basis. Zoning Administrator Christian introduced Robyn Daniels who had reached out about adding some temporary signage to the building and lot on a more permanent basis to attract more visibility to the market. Christian further stated that the market would like to further address their hours-of-operation to address requests from the community for more accessibility. Christian stated that also the market would like to request use of and establish outdoor areas for vendors to utilize as the weather gets warm. Daniels stated that the market would like to utilize “feather flags” for placement outside the building to draw attention to the building and that they would be put up and taken down on a daily basis. Daniels further stated they would like to place a banner measuring 1’7”x3’ on the front of the building, one on each side of the main doors. Daniels mentioned possible signage (banner type) to be added to the sides of the building as well. Daniels further stated they would like to extend hours-of-operation due to requests from the community to stay open longer. Daniels additionally referred to the triangular grassy area in front of the building and inquired about outdoor vendor usage on Fridays and Saturdays from May 7 – Oct 16, 2021. Daniels stated that the market had recently joined the Chamber of Commerce and filed as a 501-C3 non-profit. Daniels inquired as to the possibility of having a food-truck

be allowed to operate on the premises at various times throughout the year. Daniels stated that the market would be applying for a "change-of-use" permit through the HL Building Agency. Commissioner Milburn stated that she would have liked to see a detailed plan for the outdoor use area and had concerns for placement of vendors, patrons and parking areas. Milburn stated she did not see any issues with a food truck as long as all permits and licenses had been obtained. Milburn stated concern for having "feather flags" and temporary signage attached to the building on a permanent basis. Chairman Jeske asked if the board would be comfortable approving the building signage in lieu of the 14' feather-flags. Milburn stated that she did not see an issue placing signage, even banner type, on the building itself provided permits are obtained. Commissioner Andre stated his support for placing signage on the sides of the building as well. Jeske addressed the hours-of-operation and inquired as to whether they even need to be regulated by the board. It was determined that the board would not regulate hours-of-operation. Jeske stated that regarding the outdoor market space, the board would be more comfortable making a decision if there was a solid Site Plan referencing that specific space. Andre stated that initially the space had been designated for parking but that it could be nice to utilize the space behind the building where the fenced area is currently located once removed. Commissioner Brotebeck stated that the influx of visitors would require more parking due to the increased traffic of an outdoor space. Jeske stated that an updated Site Plan on paper would be required to be presented to the Planning Commission with all concern addressed before any consideration could take place. Jeske suggested the applicant return to the Planning Commission for the April 2021 meeting to present a plan for outdoor space. No motion was presented.

- Jeske stated the next item on the agenda is a Site Plan Review for parcel #72-011-214-004-0020 at 2250 Towerhill Rd. for approval to repurpose as a Residential Multi-Family Apartment Dwelling. Zoning Administrator Christian stated that a Special Use Permit had been granted at the January 19, 2021 Planning Commission meeting to allow for the modification of the previous medical building to be converted to a Residential Apartment Dwelling. At the time, no permits had been obtained for work previously completed and the applicant lacked a sufficient Site Plan to address the issues related to square footage, egress, occupancy and permitting and thus the Site Plan Review was tabled. Christian stated that since that meeting, the applicant had re-engineered the whole Site Plan and taken the time to address the original concerns of the Planning Commission. Christian stated that the new plan appeared to adequately address the minimum square footage requirement and applicable building codes, stating that some parking areas had also been identified as part of the new Site Plan. Marcus Milton presented the board with larger drawings to review and explained that the building had indeed been re-engineered to address the minimum square footage issue as well as egress and accessibility issues. Steve Morris stated that no major structural changes would be taking place other than the moving of some interior walls to allow for additional living space. Milton stated there would be no changes to the upstairs apartment as this previously had been an apartment for the old business but that an egress window would be added to the large bedroom due to the change-of-use and building requirements. Commissioner Milburn asked whether the "home offices" would be considered "bedrooms" at any time. Milton stated that he would not be leasing those rooms as "bedrooms" do to the clear designation of the Site Plan drawings. Milton stated that if the issue was to be addressed in the future that "dormers" would be required to be added for egress compliance. Morris stated the increasing need for home office space prompted the decision to include home office space or areas within the Site Plan. Milton stated that the building has since been vacated so the necessary work can be completed. Milton stated that a pre-inspection had been done and all areas of concern are addressed in the Site Plan. Christian asked about the potential need for a Fire-Suppression System, stating that he did not see one as part of the provided Site Plan. Morris stated they had spoken with Summit Fire Protection in Traverse City and were advised that there is no State criteria for Sprinkler Systems and that it was more of a local requirement. Christian respectfully disagreed, stating the Michigan Building Code of 2015 does in fact address the issue of Fire Suppression Systems. Milton stated he was unaware of any requirement for a Sprinkler System. Milburn pointed to a past issue with a wedding barn in another jurisdiction that had been told they didn't need a Fire Suppression System when in fact they did according to the Building Code. Milburn inquired as to

the location of the dumpster and privacy screening. Milton stated that the dumpster is already there and that a privacy screen could be added. Commissioner Andre urged Milton to construct the dormers for the upper unit if economically feasible to prevent any future occupancy issues. Commissioner Brotebeck stated concern for spaces designated "office space" in the upper unit that could potentially be used as bedroom space. Jeske stated that he likes the idea of the dormers being put in but otherwise had no additional concerns. **Motion by Jeske to approve the Site Plan Review for parcel 72-011-214-004-0020 at 2250 Towerhill Rd. provided all Federal, State and Local regulations are met and that the waste receptacle maintains screening and is not visible from the road. Second by Brotebeck, all ayes, motion carried.**


- Jeske stated the next item on the agenda was an update on the Short-Term Rental Ordinance. ZA Christian stated that the Roscommon Township Board had approved the draft that was submitted at the February 2021 regular meeting and that it had been forwarded to the Township attorney for review to address any potential conflicting issues between the STR Ordinance and the Zoning Ordinance. Christian stated that the Short-Term Rental Ordinance had been returned with some minor revisions related to language and definitions. Christian stated that the STR Ordinance would be presented to the Township Board at the April 2021 regular meeting for final approval. Christian stated the ordinance would then have to be published for 30 days prior to implementation and that a public hearing would need to be scheduled for the next Planning Commission meeting to address the proposed changes to the Zoning Ordinance that are in conflict with the Short-Term Rental Ordinance. Christian stated that the Township had looked at 2- third party administration companies as options for administration of the Short-Term Rental Ordinance. Commissioner Andre asked for more information about what types of services the third party companies offer and whether it was specific to administration or enforcement. Christian stated that both aspects can be addressed through third party administration and that services can be tailored to specific needs. Andre stated that he had hoped to break even with cost of administration through fee collection. Andre stated he would like to see as many things kept in-house but understands the need to change and adapt. Christian stated that there is significant growth in the Township with relation to Short-Term Rentals and that reaching out to neighboring townships may make sense as the process moves forward.

Adjourning Meeting: Jeske made the motion to adjourn, second by Brotebeck, all ayes. Meeting adjourned at 7:41 pm.

- **Next Scheduled Meeting Date: April 19, 2021 at 6:00 pm.**



Bryan Jeske, Chairperson



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