SULLIVAN TOWNSHIP PLANNING COMMISSION MEETING AUGUST 14, 2018

1. THE MEETING WAS CALLED TO ORDER AT 5:40 P.M. by Chairman Anton.

2. ROLL CALL:

Present:

Tom Anton, Sue Buckner, John Carr, Glenn Gustafson,

Eloise Jarka, Tom Jasick, Jim Kotecki

Absent:

None

Guests:

Professional Planner Jirousek

3. MINUTES FROM THE JULY 10, 2018, MEETING: Minutes from the meeting of July 10, 2018, were presented by Chairman Anton. A motion was made by Tom Jasick, seconded by John Carr, that the minutes be accepted as presented. The vote to accept the minutes was unanimous.

4. APPROVAL OF AGENDA:

Parks & Recreation Plan Development

Revision - Driveway Ordinance

Revision - Construction of Cellular Tower Ordinance Site Plan - Preliminary Review (4508 Hts.Ravenna Rd.)

Parks & Recreation Plan Development: The Professional Planner presented a plan which would be acceptable to qualify for grant application to develop new parks or improve existing parks. This plan would be active for five years with an anticipated proposal for development costs of \$6,700+ to finalize the plan. There are two options to gain public input: one involves a survey, the other would be to hold an open house for comments. Goals and objectives, time frames, costs estimates and responsible parties need to be identified. Once a parks and recreation plan including those items has been prepared, a public hearing will be held to approve the outcome and presented to the Township Board for final approval of the expenditure. Expedition will be required to meet a time frame of a March 2019 deadline.

Tom Jasick made a motion to move forward on the Professional Planner's proposal to prepare a parks and recreation plan to qualify for developmental grants. Jim Kotecki seconded the motion; the Planning Commission approved the motion unanimously.

Revision - Driveway Ordinance: The Planner will review the proposed revised wording of the ordinance and may suggest omitting reference to the fire department inspection for new or revised construction of a driveway or private street as the Township doesn't currently include such an entity; it is a contracted service. The Zoning Administrator is responsible for reviewing plans for a private street or driveway serving one or two sites and inspecting and enforcing final construction to provide a safe design for all vehicular equipment access prior to issuing an occupancy permit. (Chapter 3, Section 3.26 and 3.27).

Revision - Construction of Cellular Tower Ordinance: This issue will be addressed at the same time as the Driveway Ordinance revision.

Site Plan - Preliminary Review (4508 Hts. Ravenna Road): While a site plan permit from the Planning Commission is not required for the subject activity, the ordinance requires allowances for a wider easement and a traffic passing lane for the driveway. The hammerhead turn around area shown on the drawing and referenced in the ordinance as *a*

cul-de-sac with a 60 foot turning radius, is also required to provide access to both sites. Michigan Township Services, Zoning Administrator for Sullivan Township, needs to review the site plan prior to issuing a permit or any activity commences. The engineering firm will be contacted with the preceding comments.

- 5. SCHEDULED PUBLIC HEARINGS: None
- 6. OTHER MATTERS TO BE REVIEWED BY THE PLANNING COMMISSION: None
- 7. OLD BUSINESS: None
- 8. OPEN DISCUSSION FOR ITEMS NOT ON THE AGENDA: None
- 9. CORRESPONDENCE RECEIVED: None
- 10. PLANNING COMMISSION MEMBERS COMMENTS: None
- 11. REPORT OF TOWNSHIP BOARD REPRESENTATIVE: None
- 12. REPORT OF PLANNING CONSULTANT: None
- 13. NEW BUSINESS: None
- 14. SETTING PUBLIC HEARING DATES: None
- **15. NEXT MEETING DATE:** September 11, 2018, at 5:30 p.m.
- **16. MOTION FOR ADJOURNMENT:** A motion to adjourn at 7:15 p.m. was made by Sue Buckner, seconded by Glenn Gustafson; the vote to adjourn was unanimously approved.

Respectfully submitted:

Eloise Jarka, Secretary Sullivan Township Planning Commission