

# MINUTES

## BIG RAPIDS CHARTER TOWNSHIP PLANNING COMMISSION

Tuesday, May 9, 2017 --- 6:00 p.m.

Big Rapids Township Hall, 14212 Northland Drive, Big Rapids, MI 49307

### I. CALL TO ORDER: 7:30 P.M.

Chairman Philip Keating called the regular meeting of the Big Rapids Charter Township Planning Commission to order at the township hall on Tuesday, May 9, 2017 at 6:00 p.m.

### II. ROLL CALL:

Present: Philip Keating, Carman Bean, Zach Cook, Mary Davis, Gordon Oliver and Amanda Wethington. The record shows a quorum is present. Also Present: Zoning Administrator and Recording Secretary, Brent Mason. Mark Sweppenheiser arrived later at 7:23p.m. Supervisor Bill Stanek is excused.

### III. WORK SESSION - CAPITAL IMPROVEMENT PLAN:

Mr. Keating opened the Capital Improvement Plan (CIP) work session by requesting that the ranking of items be done by department. Mr. Stanek suggested that the ranking should be done by fund rather than department, since the Township is on a fund accounting system. Mr. Keating asked Mr. Bean to explain the format of the new sheets to the Commissioners and how the ranking system should work. Mrs. Wethington stated that Mr. Bean did a very good job explaining how the ranking system worked. Mr. Keating asked if there was a need to review the funding year of 2017 since that budget is already in effect. Mr. Bean explained that the Board of Trustees would like the Planning Commission to approve the site plan and the Capital Improvement request for the fire hall addition before it moves forward. There was discussion about which items from 2017 need to be reviewed by the Planning Commission. Mr. Keating suggested that the only item from 2017 that the Planning Commission needs to review is the addition to the Fire Department. Mr. Bean agreed with that suggestion. There was some discussion about which ranking level the Fire Department addition fell into and it was determined that it would satisfy the level of service desired by the community. At this time, there are no other 2017 to consider.

The items for 2018 for the Fire Department were considered. Mr. Bean asked if multiple quantities for items could be used to capitalize a request, such as SCBA and Turn-out gear. Mr. Stanek advised that the request for the turn-out gear should be split into 2 separate requests per year, 3 sets of gear needed per year and 3 additional sets of gear wanted per year. The spreadsheet was modified so that 3 sets of gear could be ranked high and 3 sets could be ranked low for each year. Mr. Bean asked if the SCBA would also need to be split, and Mr. Stanek advised that they are not to be split, as all are needed and required by law. The request for a new engine in 2020 was difficult to rank because the need for the engine was difficult to quantify. At this time, it is ranked relatively low, with the anticipation of more information being provided by the time it is finally ranked.

Next items considered are the road maintenance requests. Because road funding is split between the road millage and the general fund, each year's funding must be considered as two separate items. Discussion about the general fund capital monies and departments that are provided for in the general fund occurred. All capital requests for Industrial development, streetlights, Supervisor/Township Board, Clerk, Treasurer, building and grounds, parks, cemetery and about half of the road funding comes out of the general fund. Mr. Stanek advised that currently the amount available for capital improvements from the general fund is \$215,000.00, and that will increase to \$226,000.00 for 2018. Mr. Keating expressed concern about the Planning Commission not having total available general fund figures for Capital Improvement monies in the future, even for the 2018 requests. Mr. Bean, Mr. Stanek and Mr. Keating discussed whether the rankings for 2018 will need to be reassessed after the 2018 budget is determined. Mr. Keating feels that the Planning commission should not have to reevaluate their rankings for 2018. Consensus was reached that the Planning will not have to look at 2018 again, and that the Board of Trustees will determine which items will be funded based on the rankings presented by the Planning Commission in the final CIP. Roads are the next item for consideration. Roads satisfy a level of service desired by the community. Mrs. Davis asked if the Planning Commission will need to rank every request from the road committee the same because of the way the requests are presented. Mr. Stanek feels that the Planning Commission should not attempt to reevaluate the Road Committee's rankings because the Road Committee has already put a lot of effort into determining which roads should be repaired and the level of repair that is required. The Planning commission is in agreement with this suggestion. All road requests were determined to be the same ranking and the information was entered into the database for each year.

Sewer fund request for Supervisor's Park Lift station rehabilitation was ranked as an 8. Other items suggested did not have enough information to be ranked at this time.

The only items left are the General fund requests for the Cemetery, the Park, and the Township Hall grounds. Cemetery items included mowers, which were ranked at 7 for the first and 8 for the following years. There was discussion about the historical amount of capital funding that has been allocated to the cemetery. There was more discussion about how the general fund capital improvement projects funding is determined. The Cemetery pick-up truck replacement for 2022 was discussed and determined to be ranked at a 6.

Parks request for restroom improvements to provided ADA access was discussed and determined to be a high priority. The planning Commission feels that these updates should be provided sooner than requested. The Planning Commission suggested that the time frame for the ADA restroom improvements be moved up to 2018 and the fencing for the softball field be left at 2019. The ranking for the ADA compliant restrooms is 5 and the fence is 11.

Township Hall grounds parking lot paving was determined to be ranked at 11 for 2018 because it will provide a future cost savings even though it is a want more than a need. The Commission chose to rank it lower due to the fact that there are other items that are more important on the list of requests.

Mr. Stanek advised that a public hearing on the CIP needs to occur as soon as possible. Mr. Keating closed the work session and called the regular meeting to order.

#### **IV. CONFLICTS OF INTEREST:**

Mr. Keating asked if any of the Commission members had known conflicts of interest with any item on the agenda for this meeting. No one indicated that a conflict of interest existed.

#### **V. APPROVAL OF MINUTES:**

The minutes of the April 11, 2017 regular meeting were reviewed. Mr. Keating proposed two minor language changes on page 2 of the minutes. Mr. Bean made a motion to accept the minutes with the proposed changes. Mr. Oliver seconded the motion. A voice vote to approve the minutes was unanimous with 7 yeas.

#### **VI. PUBLIC COMMENT:**

None

#### **VII. NEW BUSINESS:**

Site Plan Review for Big Rapids Township Fire Hall Addition. Mr. Keating asked if the site plan was reviewed by our engineer, Mike Oezer. Mr. Mason stated that Mr. Oezer was in Big Rapids on Friday and did see a copy of the submitted site plan. Mr. Mason advised that since the site plan was a Class A site plan, there wasn't anything for Mr. Oezer to review. Mr. Bean asked why a Class B site plan was not completed, and Mr. Mason stated that one wasn't requested. Mr. Bean read that the site plan should be a Class B site plan according to the ordinance. Mr. Bean and Mr. Keating suggested that a Class B plan is required for the review process to continue. Mr. Keating asked if there was an issue regarding drainage. Mr. Mason stated that he felt there may be, and Mr. Stanek stated that Mr. Oezer was aware of drainage concerns and would be checking with Scott Morningstar to get the grade readings. Mr. Keating asked if the south side of the building met the setback requirements, and Mr. Mason advised that according to the as built drawings for the existing building, the set back is 15 feet and according to the G.I.S. view in the assessing program, the setback is at least 10 feet, which is the minimum for the side lot line in the Commercial District. Mr. Keating asked if there had to be additional parking. Mr. Mason advised that based on the square footage of the office space for both buildings, an additional eight parking spaces would need to be provided, to offset what will be lost when the new building is built. Mr. Bean suggested that the proposed additional parking was not laid out well. Mr. Mason stated that the site plan shows four more spaces than are required, and that the final layout may be modified because of the way the building specifications were written. Mr. Keating asked if the fire trucks will be accessing the building from the north, and Mr. Stanek stated that they will enter the building on the north side. Mr. Keating asked if the storm drainage would be hooked up to the sewer system, and Mr. Stanek advised it would not. Mr. Stanek advised that Mr. Oezer believes a detention/retention pond would need to be created for storm water. Mr. Bean asked if it might be appropriate for the fire department and the township to have a special meeting to review this project prior to the next Planning Commission meeting in order to get these issues resolved. Mr. Keating asked how long it would take to get the Class B site plan. Mr. Stanek replied that it might take six weeks. Mr. Keating asked Mr. Stanek to let the Planning Commission know when it would be available. Mr. Bean expressed his frustration with how long it is taking to get this project

underway. Mr. Keating said he did not want to make this difficult, but if we require this of other public entities, then we should require it for this project. Mr. Stanek stated that he would get a Class B site plan prepared by our engineering firm. Mr. Keating asked if there was a plan to blacktop the additional parking area when the existing parking lot was being resurfaced and Mr. Stanek stated that paving the new parking area wasn't being considered at this time but it could be done if the Planning Commission wanted. Mr. Keating said that from his point of view it is something that should be done. Mr. Bean suggested that the new parking area paving could be done at a time in the near future, and Mr. Keating agreed that would be acceptable. Mrs. Davis asked if the parking area would be for the employees. Mr. Stanek stated that the existing parking was adequate for the township hall, but the new area would be used especially during elections and fire department training meetings. Mr. Bean requested that the site plan should be prepared as quickly as possible and preferably before the next Planning Commission meeting. Mr. Stanek said he would do his best to have that accomplished. Mr. Stanek advised that Progressive AE would have to come here and survey the property for grade elevations and existing dimensions. Mr. Sweppenheiser asked if it requires a motion to postpone the site plan review. Mr. Stanek did not believe it was required since there hasn't been a motion made on the project yet. Mr. Sweppenheiser made a motion to postpone the site plan review until a Class B site plan is developed and presented for review. Mr. Bean seconded the motion. Mr. Keating asked if there were any more comments or discussion. Hearing none, he called the question. The motion to postpone the site plan review was approved unanimously with seven yeas.

Mr. Keating asked Mr. Mason to inform the Commission about the Solar Farm documents the Township received from Cypress Creek Renewables. Mr. Mason gave the members some background on the information that might be required for any future solar farm developments. The information will be kept on file for future reference. No action was required.

There was some discussion on when the Public Hearing for the CIP should occur, and it was determined that the public hearing could not be held until the CIP ranking by the Planning Commission is completed and approved.

#### **VIII. ADJOURNMENT:**

Mr. Keating entertained a motion to adjourn at 7:48 p.m. The motion was made by Mr. Bean and seconded by Mr. Sweppenheiser. Motion carried with 7 yeas.

Motion to approve the Planning Commission minutes of May 9, 2017 by: Mr. Bean,  
Seconded by: Mr. Sweppenheiser. Roll call vote carried with 7 yeas:

\_\_\_\_\_  
Philip Keating, Chairman  
BIG RAPIDS CHARTER TOWNSHIP  
PLANNING COMMISSION

\_\_\_\_\_  
Date Approved