

HOWELL TOWNSHIP PLANNING COMMISSION  
Howell Township Hall, 3525 Byron Road, Howell MI, 48855  
Meeting Minutes: **August 27, 2019, 6:30 P.M.**

**MEMBERS PRESENT:**

Andrew Sloan	Chairman
Martha Haglund	Vice-Chair
Wayne Williams	Secretary
Matthew Counts	Board Representative – arrived at 7:10 p.m.
Carolyn Henry	Commissioner
Peter Manwiller	Commissioner
William Hofsess	Commissioner

Also in attendance: Zoning Administrator Joe Daus  
Township Planner Paul Montagno

**MEMBERS ABSENT:**

Chairman Sloan called the meeting to order at 6:30 p.m. The roll was called.  
All rose for the Pledge of Allegiance.

**APPROVAL OF AGENDA:** MOTION by Haglund, seconded by Henry, “**TO APPROVE THE AUGUST 27, 2019 PLANNING COMMISSION AGENDA AS AMENDED: ADD ITEM 12. C. UNDER ‘UNFINISHED BUSINESS’ TO DISCUSS THE SIDEWALK/PATHWAY ORDINANCE MEMOS TO THE BOARD.**” Discussion followed. Motion carried.

**APPROVAL OF MINUTES:** MOTION by Henry, seconded by Hofsess, “**TO APPROVE THE JULY 23, 2019 PLANNING COMMISSION MEETING MINUTES AS PRESENTED**” Discussion followed. Motion carried.

**TOWNSHIP BOARD REPORT:** See August 12, 2019 Township Board Synopsis.

**ZONING BOARD OF APPEALS REPORT:** No August meeting was held.

**ZONING REPORT:** (Howell Township Zoning Administrator Joe Daus reported on the following)

- Monthly Permit List

**HOWELL TOWNSHIP PARKS REPORT:** (Vice-Chair Martha Haglund reported on the following)

- Memo to the Township Board regarding the Sidewalks and Pathways Ordinance. Discussed under “Unfinished Business”, Item 12. C.

**NEW BUSINESS:**

**A. FINAL SITE PLAN REVIEW – Chestnut Development, LLC: PARCEL #4706-27-100-025, FILE #PC-2019-09**

- Chairman Andrew Sloan summarized by stating this project was brought before the Planning Commission in May as a preliminary site plan review and again in June as a revised site plan review.
- Township Planner’s Site Plan Review dated August 20, 2019, written and reported on by Township Planner, Paul Montagno. Township Engineer’s Review on the final site plan dated August 19, 2019, written by Spicer’s Group, was also briefed on by Township Planner Paul Montagno. Discussion followed.
- Tim Zimmer, Livingston Engineering, representing Chestnut Development, LLC, addressed and explained some of the outstanding issues mentioned in both the Planner’s and the Engineer’s Reviews. Zimmer stated they are willing to correct any missing items. Discussion and questions from Commissioners followed.

**MOTION** by Haglund, seconded by Manwiller, with friendly amendments from Chairman Sloan and Commissioner Henry, “**TO RECOMMEND APPROVAL OF THE FINAL SITE PLAN FOR PARCEL #4706-27-100-025, FILE #PC-2019-09, CONDITIONAL THAT THE APPLICANT ADDRESSES ALL OUTSTANDING ISSUES STATED IN THE PLANNER’S REVIEW DATED 08.20.2019, EXCLUDING ITEM 7, AND ALL OUTSTANDING ISSUES ON THE ENGINEER’S REVIEW DATED 08.19.2019, AS WELL AS BEING GRANTED THE PROPOSED VARIANCE FOR SETBACKS, RECEIVE WETLAND PERMIT FROM EGLE, SET UP AN ESCROW FOR THE COST OF THE SIDEWALK ALONG M-59 PLUS 25%, AND RECEIVE APPROVAL FROM ALL OTHER OUTSIDE GOVERNMENT AGENCIES.**” Discussion followed.

Rollcall was taken: Henry – yes, Hofsess – yes, Manwiller – yes, Counts – absent, Sloan – yes, Haglund – yes, Williams – yes. Motion carries 6 to 0.

Board Representative, Matthew Counts, joined the Planning Commission meeting at 7:10 p.m.

**B. PRELIMINARY & FINAL SITE PLAN REVIEW – RAND Construction: PARCEL #4706-28-401-031, FILE #PC-2019-07**

- Township Planner Paul Montagno briefed on the following: applying for the approval to develop an industrial facility in the Trans-West Industrial Center in Howell Township. The Planner's Site Plan Review dated August 21, 2019, written and reported by Township Planner, Paul Montagno was then discussed in further detail. Discussion followed. Township Engineer's Site Plan Review dated August 19, written by Spicer's Group, was briefed on by Township Planner Paul Montagno as well. Discussion followed.
- David LeClaire, Livingston Engineering, representing RAND Construction, addressed the outstanding issues from both the Planner's Review and the Engineer's Review. LeClaire summarized in detail about the project. No problem with making the changes stated on either Planner or Engineer Review.
- Jeff Hudson, owner of Smart Label Solutions, explained his business which will go into the proposed facility. Questions and discussion among the applicant and the Planning Commission took place.

**MOTION** by Henry, seconded by Haglund, "TO RECOMMEND APPROVAL OF THE PRELIMINARY AND FINAL SITE PLAN FOR PARCEL #4706-28-401-031, FILE #PC-2019-07, CONDITIONAL THAT ALL OUTSTANDING ITEMS STATED IN THE PLANNER'S REVIEW (DATED AUGUST 20, 2019) AND ENGINEER'S REVIEW (DATED AUGUST 19, 2019) ARE ADDRESSED AND THE APPLICANT RECEIVES APPROVAL FROM ALL OTHER NECESSARY OUTSIDE GOVERNMENT AGENCIES." Discussion followed.

Rollcall was taken: Counts – yes, Haglund – yes, Henry – yes, Williams – yes, Manwiller – yes, Sloan – yes, Hofsess – yes. Motion carries unanimously.

**C. PRELIMINARY & FINAL SITE PLAN REVIEW – Dependable Services Group: PARCEL #4706-28-100-038 FILE #PC-2019-08**

- Township Planner Paul Montagno briefed on the following: proposed development is intended to be a covered RV storage facility with 92 storage spaces. Went through the Engineer's and Planner's Site Plan Reviews (dated August 19<sup>th</sup> and August 21<sup>st</sup>, 2019) going over any outstanding issues with their site plan.
- Ron Hoef, Livingston Engineering, representing Dependable Services Group, addressed certain issues emphasized in the Planner and Engineer Reviews: building height, detention system calculation, and elaborated on their revised lot coverage, all to be clarified in the construction plan.
- Gary Powell, Dependable Services Group, representing Dependable Services Group, went over the development's security and signage.

**MOTION** by Haglund, seconded by Hofsess, with a friendly amendment from Commissioner Henry, "TO RECOMMEND APPROVAL OF THE PRELIMINARY AND FINAL SITE PLAN FOR PARCEL #4706-28-100-038, FILE #PC-2019-08, CONDITIONAL OF MEETING THE REQUESTS STATED ON THE PLANNER'S REVIEW (DATED AUGUST 21, 2019), THE REQUESTS STATED ON THE ENGINEER'S REVIEW (DATED AUGUST 20, 2019), APPROVAL FROM ALL OTHER NECESSARY OUTSIDE GOVERNMENT AGENCIES, AND IF A SIGN IS PROPOSED TO BE ON THE BUILDING THE APPLICANT MUST PROVIDE A SIGN PERMIT WITH SITE PLAN." Discussion followed.

Rollcall was taken: Hofsess – yes, Williams – yes, Manwiller – yes, Henry – yes, Counts – yes, Haglund – yes, Sloan – yes. Motion carries unanimously.

**UNFINISHED BUSINESS:** (Vice-Chair Martha Haglund, TWP Planner Paul Montagno, Zoning Administrator Joe Daus reported the following)

- A. INNOVATION ZONE DISCUSSION:** Draft of the Zoning Map with the addition of Innovation Zone District has been created, appropriate parcels and locations for Innovation Zoning have been identified, consistent with the Master Plan.
- Innovation Zone District is a consolidation of some of the existing zoning districts' uses, recognizing that the current zoning districts have similar permitted uses but are not necessarily consistent in each district's definition and intent. Discussion among Commissioners followed.

**B. SET A PUBLIC HEARING – INNOVATION ZONE (IZ) DISTRICT / ZONING MAP CHANGES:** The creation of the Innovation Zone District is Township initiated, meaning it is procedural to hold a public hearing and notify the property owners identified as future Innovation Zone. In the notice Administration/Staff send out to the property owners, it would be beneficial to present the opportunity to meet with the Zoning Administrator before the Public Hearing for any specific questions. Intent is to clarify to residents that rezoning will not restrict uses or existing uses or change the property value.

**MOTION** by Henry, seconded by Counts, **“TO SET A PUBLIC HEARING TO TAKE PLACE AT THE TUESDAY, SEPTEMBER 24, 2019 PLANNING COMMISSION MEETING REGARDING THE INNOVATION ZONE MAP CHANGES.”** Discussion followed. Motion passed.

**C. MEMO: SIDEWALK/PATHWAY ORDINANCE REVIEW:** (Vice-Chair Martha Haglund reported the following)

- A Memo for the Township Board regarding the Sidewalk and Pathway Ordinances has been drafted. The memo will clarify the differences between “sidewalks” and “pathways”, emphasize the intention behind the ordinances, explain the elements put into the Ordinances, and distinguish the responsibility of the Township regarding both ordinances.
- Board Representative Matt Counts explained some of the main concerns the Township Board has with the Sidewalk and Pathway Ordinances. Discussion followed.

**MOTION** by Henry, seconded by Hofsess, with and a friendly amendment from Commissioner Williams has been added to the motion, **“TO SUBMIT THE PATHWAY AND SIDEWALK ORDINANCES MEMO DATED JULY 30, 2019 TO THE HOWELL TOWNSHIP BOARD OF TRUSTEES PRESENTED WITH THE PROPOSED ORDINANCES, THE CHANGED ZONING MAP, AND THE RESULTS OF THE HOWELL TOWNSHIP PARKS AND REC RESIDENT’S SURVEY.”** Discussion followed. Motion passed.

**CALL TO THE PUBLIC:**

- Martha Haglund wanted to spread the news that the Michigan Flyer, which goes to DTW Airport from Lansing, will now be making a stop at the Brighton Meijer, \$40 round trip.

**ADJOURNMENT:** **MOTION** by, Manwiller seconded by, Haglund **“TO ADJOURN.”** Motion carried and meeting adjourned at 7:50 P.M.

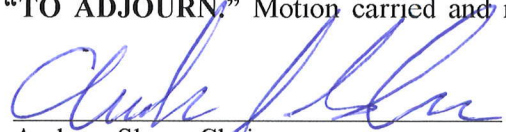
Approved: \_\_\_\_\_ X

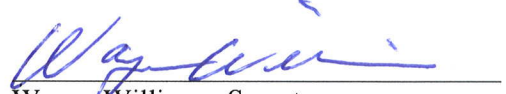
As Presented: \_\_\_\_\_

As Amended: \_\_\_\_\_

As Corrected: \_\_\_\_\_

Dated: \_\_\_\_\_ 09.24.19

  
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Andrew Sloan, Chairman

  
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Wayne Williams, Secretary

  
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Josie Modrack, Recording Secretary