

1 **TYRONE TOWNSHIP PLANNING COMMISSION**
2 **REGULAR MEETING & PUBLIC HEARING MINUTES**
3 **November 13, 2018 7:00 p.m.**
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5

6 **PRESENT:** Mark Meisel, Dave Wardin, Al Pool, Kim Veenstra, and Perry Green
7

8 **ABSENT:** Kurt Schulze and Bill Wood
9

10 **OTHERS PRESENT:** Tyrone Township Planner Greg Elliott and Tyrone Township Planning &
11 Zoning Administrator Ross Nicholson
12

13 **CALL TO ORDER (7:06 pm):** The meeting was called to order by Chairman Mark Meisel.
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15 **PLEDGE OF ALLEGIANCE (7:06 pm):**
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17 **CALL TO THE PUBLIC (7:07 pm):**
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19 No comments were received.
20

21 **APPROVAL OF THE AGENDA (7:08 pm):**
22

23 Dave Wardin made a motion to amend the agenda (move New Business Item #2 ahead of New
24 Business Item #1). Al Pool supported the motion. Motion carried by unanimous voice vote.
25

26 **APPROVAL OF THE MINUTES (7:09 pm):**

27 **August 22, 2018 Regular Meeting Minutes:**
28

29 Dave Wardin moved to approve the August 22, 2018 Regular Meeting Minutes, as presented. Al
30 Pool supported the motion. Motion carried by unanimous voice vote.
31

32 **September 11, 2018 Regular Meeting Minutes:**
33

34 Dave Wardin moved to approve the September 11, 2018 Regular Meeting Minutes, as presented.
35 Al Pool supported the motion. Motion carried by unanimous voice vote.
36

37 **NEW BUSINESS #2 (7:12 pm): Buffa Land Division:**
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39 Chairman Meisel introduced the topic with a brief overview of the application. The applicant's
40 proposal was to divide a [approximately] one (1) acre parcel off of her existing [approximately]
41 two (2) acre parcel.
42

43 Greg Elliott briefly read through the review letter he had prepared for the application. He stated
44 that all aspects of the proposed land division comply with the Zoning Ordinance, Land Division
45 Ordinance, and Land Division Act, so he would recommend that the Planning Commission
46 recommends approval of the application to the Township Board.

47
48 Dave Wardin made a motion to recommend Township Board approval of the Buffa Land
49 Division application noting that the application complies with the Zoning Ordinance, Land
50 Division Ordinance, and Land Division Act. Al Pool supported the motion. Motion carried by
51 unanimous voice vote.

52
53 *The item was closed at 7:21 pm.*

54
55 **NEW BUSINESS #1 (7:22 pm): Fults Land Division:**

56
57 Chairman Meisel opened the discussion by going through the documents submitted for the
58 application. The applicant proposed to divide his existing [approximately] eight (8) acre parcel
59 into two (2) parcels; one [approximately] three (3) acre parcel and one [approximately] five (5)
60 acre parcel. A proposed shared private driveway would provide access to the new parcels.

61
62 Greg Elliott summarized the application and began reading through the review letter he had
63 prepared.

64
65 *The meeting was temporarily recessed at 7:31 for a public hearing pertaining to the proposed*
66 *shared private driveway for the Fults Land Division application.*

67
68 Chairman Meisel opened the public hearing. He explained that the purpose of the public hearing
69 is to hear any public comments regarding the proposed shared private driveway for the Fults
70 Land Division Application. He explained that the hearing is required since the proposed shared
71 private driveway would be located within fifty (50) feet of an adjacent property boundary. He
72 read the public hearing notice that had been mailed to all properties within three hundred (300)
73 feet of the property boundaries and published in the Tri County Times on October 28, 2018.

74
75 Dave Wardin noted that the application was lacking a shared private driveway maintenance
76 agreement and a typical cross-section drawing. The applicant, Ron Fults, explained that he was
77 aware that he needs to provide a maintenance agreement but requested clarification on what the
78 Planning Commission would like for the cross-section drawing. Chairman Meisel showed the
79 applicant an example of a typical shared private driveway cross-section drawing from a
80 previously approved application.

81
82 Chairman Meisel asked if there was anyone present who would like to make public comment.
83 Ron Fults noted that the dimension shown on the drawing of the proposed shared private
84 driveway is the total distance from the property boundary, so the actual length of the proposed
85 shared private driveway would be approximately one hundred and forty (140) feet. Dave Wardin
86 stated that a small portion of the existing driveway appears to fall slightly outside of the
87 proposed shared private driveway easement. A brief discussion between the Ron Fults, his
88 engineer, the Planning Commission, and Greg Elliott followed. It was determined that the
89 encroachment in question would be extremely minor and no additional revisions would be
90 required to address it.

91
92 *The public hearing was adjourned at 7:58 pm.*

93 The Planning Commission resumed discussion on the application. The Planning Commission
94 briefly discussed the proposed building envelope for proposed “Parcel B” in relation to the
95 proximity to wetlands and the proposed shared private driveway easement. It was determined
96 that minor revisions to the drawings would be necessary so they accurately depict the building
97 envelope in accordance with the setback requirements for the zoning district. Chairman Meisel
98 suggested it would be beneficial if the applicant would submit a wetland delineation
99 report/sketch to clearly define the boundaries of the regulated wetlands on the property.

100
101 Greg Elliott continued to read through the review letter. He concluded that there were still
102 several items that would need to be address prior to consideration of a favorable
103 recommendation. The Planning Commission and Greg Elliott compiled a list of the items to be
104 addressed. The applicant will need to submit a shared private driveway maintenance agreement
105 (in recordable format), a wetland delineation report/sketch, and revise the building envelopes on
106 the drawings.

107
108 Perry Green made a motion to recommend Township Board approval of the Fults Land Division
109 application conditional upon the submission and approval of a shared private driveway
110 maintenance agreement (in recordable format), a wetland delineation report/sketch, and revised
111 building envelopes on the drawings. Dave Wardin supported the motion. Motion carried by
112 unanimous voice vote.

113
114 *The item was closed at 8:22 pm.*

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116 **NEW BUSINESS #3 (8:23 pm): Macklin-Waldron Boundary Realignment:**

117
118 Chairman Meisel briefly went through the application and summarized the proposed boundary
119 realignment. The applicants requested to realign the boundaries between two existing parcels.

120
121 Greg Elliott read through the review letter he had prepared for the application. He indicated that
122 the application was nearly complete but noted that several items should be addressed prior to a
123 recommendation for approval. The site area, dimensions from existing structures to property
124 lines, and building envelopes should be shown for both resulting parcels. The drawings should
125 include natural features located on the site and should exclude wetlands from the buildable area
126 of the proposed parcels and should also incorporate the required fifty (50) foot setback line.
127 Evidence demonstrating the recorded width of the existing easement providing access to
128 proposed “Parcel A” should be provided.

129
130 The Planning Commission briefly discussed Greg Elliott’s recommendation. It was determined
131 the last outstanding item that should be addressed is a correction to the legal description for
132 proposed “Parcel B”.

133
134 Al Pool made a motion to recommend Township Board approval of the Macklin-Waldron
135 Boundary Realignment application conditional upon correcting the legal description for proposed
136 “Parcel B” and addressing the items listed in the review letter. Dave Wardin supported the
137 motion. Motion carried by unanimous voice vote.

139 *The item was closed at 8:44 pm.*

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141 **NEW BUSINESS #3 (8:44 pm): Lahoud-Myers Boundary Realignment:**

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143 Chairman Meisel introduced the topic by going through the documents in the application and
144 summarizing the request. Greg Elliott read through the review letter that he prepared for the
145 application. There were several concerns noted in the review letter, however, the applicant had
146 addressed all of the concerns and submitted revised drawings prior to the meeting. Greg Elliott
147 and the Planning Commission reviewed the revised drawings to confirm that all items had been
148 sufficiently addressed. All were in agreement the application complied with the Land Division
149 Ordinance, the Land Division Act, and the Zoning Ordinance.

150

151 Dave Wardin made a motion to recommend Township Board approval of the Lahoud-Myers
152 Boundary Realignment application since it complies with the Land Division Ordinance, the Land
153 Division Act, and the Zoning Ordinance. Al Pool supported the motion. Motion carried by
154 unanimous voice vote.

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156 *The item was closed at 9:03 pm.*

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158 *The meeting was adjourned at 9:04 pm.*