

**VILLAGE OF KALKASKA  
PLANNING COMMISSION MEETING  
JULY 5, 2007**

**COUNCIL CHAMBERS – 200 HYDE STREET**

MINUTES OF THE MEETING

CALL TO ORDER

1. Shirley Whipple called the meeting to order at 7:04 p.m. in the Council Chambers. After the pledge to the flag and a prayer, the attendance was taken:

Planning Commissioners Present  
Shirley Whipple, Chairperson  
Virginia Thomas, Village President  
Bill Cousins, Village Manager  
Francis Kelly  
Al Jordan  
Sue Walter  
Bob Larsen

Planning Commissioners Absent  
Ruth Hall, Trustee

Public Present – Meredith Cousins, Cecil Dunn, Mike Babcock, Larry Vipond, Scott Jozwiak, Dean Farrier, Gene Farrier and Bob Burgin.

APPROVAL OF AGENDA

Chairperson Whipple asked that they delete review of Chapter 6 and 7 from the agenda, under Current Business, and instead discuss the next recipients for a certificate of appreciation during the month of July.

Thomas made a motion to approve agenda as amended. Kelly seconded the motion. On a voice vote, motion passed.

APPROVAL OF MINUTES

2. Chairperson Whipple asked if there were any changes to the minutes from the June 7, 2007 meeting. She noted that on page 5, paragraph 7, first sentence, the word “the” should be changed to “that”.

Walter made a motion to approve the minutes from the June 7, 2007 meeting as amended. Larsen seconded the motion. On a voice vote, motion passed.

PUBLIC HEARING

3. PUD Proposal at 407 First Street – Chairperson Whipple opened the public hearing at 7:09 pm.

Larry Vipond, 305 First Street, asked how tall the houses would be.

Bob Burgin stated that the normal zoning would apply, which has a 30-foot maximum, but he expected most of the houses to be one-story homes.

Mr. Vipond asked what style homes would be built.

Bob Burgin said they would be similar to the house being built on West Kalkaska, north of the Church of the Nazarene.

Mr. Vipond stated he was concerned about traffic from the development.

Mr. Burgin said the houses would mostly be two bedroom, so there shouldn't be a lot of extra traffic.

With no further comment, Chairperson Whipple closed the public hearing at 7:15 pm.

SITE PLAN REVIEWS

4. A. PUD Application for Island Lake Condominium Project at 407 First Street – Chairperson Whipple turned the floor over to Bill Cousins, Village Manager.

Cousins stated that Item One under the review dated for this day went through all of the requirements from the zoning ordinance for a PUD. This review makes sure that everything goes along with the Village Ordinance and the Village Master Plan. With all of those items reviewed he recommended that the Planning Commission approve the PUD.

Chairperson Whipple asked if the Commissioners had any comment.

Larsen stated that he was concerned about the proposed landscaping not showing many trees.

Kelly stated that the Village needed more houses and more tax space.

Thomas had no comment.

Jordan asked if the project extended across the river.

Bog Burgin stated that the property does, and the open space would be a part of that.

Jordan stated that he liked the project.

Walter stated that as long as everything met the requirements of the zoning ordinance she was in agreement with the project.

Chairperson Whipple asked if the owners selected specific floor plans for their house.

Bob Burgin said it would be the homeowner's choice, but they hoped to be working with a builder who was putting up a spec home on Kalkaska Street right now. More than likely they would start with the basic floor plan, and then there would be minor variations off of that.

Chairperson Whipple asked how many square feet would be allowed on the lots.

Bob Burgin stated that the plan was roughly 1,300 square feet on each lot.

Cousins asked Mr. Burgin for a project start date.

Bob Burgin stated that construction would obviously be dependant upon final approval; however, they would like to construct four houses by the end of this year.

Cousins suggested that the Commission should condition the approval of the PUD upon the infrastructure being completed within one year, that being roads, water and sewer, and the start of the construction of one home by the end of the calendar year.

Thomas made a motion to approve the PUD for the Island Lake Condominium Project at 407 First Street with the two conditions that the infrastructure is completed within one year from today's date and that ground is broken on one home within one year from today's date. Kelly seconded the motion. On a roll called vote with Chairperson Whipple and Larsen, Jordan, Thomas, Cousins, Walter and Kelly voting "Yea", motion passed.

Chairperson Whipple stated that they could now perform the site plan review for the project and turned the floor over to Cousins.

Cousins stated that there were a number of items that needed to be addressed.

1. Cousins stated he was still unsure what trees were being kept and which ones were going. He noted two Oak trees that did not appear to be in the way of anything to be built, and he suggested that those be left alone. Furthermore, the drawing shows a new street tree in front of each house that was the responsibility of the homeowner. Cousins stated that he couldn't find anything written in the master deed about the street tree, and there should be something in there to notify the homeowners.

Scott Jozwiak pointed out which trees were staying and which trees were going.

2. Cousins stated there were no details listed on the homes. He felt that they would need to have a site plan review for each home that is built. However, the Commission also has the option to defer the reviews to the Village Zoning department. The builder could submit three or four plans, and after those are approved they would only need to come in if the site plans varied from the previously approved homes.

Chairperson Whipple did not want the builders to have to submit plans every time for this project. She felt that they needed to give them enough details so that this wouldn't have to happen.

Bob Burgin stated that they wanted to keep it open to other builders who may want to buy lots and build their style of homes. He wanted to get away from the footprint home

style for this project. The thought was that homeowners could buy the lot and choose their home, as long as they stay within the Village Ordinances.

Mr. Jozwiak stated that the by-laws provide that the houses will all be natural colors, and that Bob Burgin was initially going to be on the architectural control committee to review the house plans and make sure the development takes on the form that he wanted.

Jordan stated that they should not endeavor on being overly restrictive. He felt that Mr. Burgin, as a builder, would exercise good sense and build them right the first time.

Chairperson Whipple asked if they sell four lots to a builder to put up homes for specs, and those homes are very similar, would the lots be in a row or scattered.

Mr. Burgin stated that they would be scattered.

3. Cousins stated that at some point the street name needed to be decided and submitted to County Equalization for approval.
4. Cousins stated that the street was slated to be 26' wide from back curb to back curb, so in essence driving wise they only had 24'. This provided for two-way travel, but if anyone parked on the street they would be down to a bare minimum width. He suggested that the developer mark the street with no parking on both sides so that they don't have to worry about emergency vehicles getting in and out of the site.

Mr. Burgin stated that in the area where he lives there is minimal parking in the street, but occasionally parking was necessary depending on garage sales or parties. He felt it was unnecessary to restrict parking on both sides of the street.

Walter stated that she could see a problem with not allowing parking on both sides of the street.

Chairperson Whipple thought that they should have parking on one side of the street.

5. Cousins stated that there should be a sidewalk on at least one side of the street, and also a provision made for the KART trail that is going to run along First Street.

Mr. Burgin stated that he would love to see the KART path go along the front of the project. He would hope that the construction of the actual pathway could be in conjunction with the plans of the extension of the current path to connect with what is in front of McDonalds. He asked how much width would need to be added to provide for that.

Cousins stated that the pathway would be 10 feet wide and could be all in the right-of-way if necessary. He asked about sidewalks with the project.

Mr. Burgin stated that his argument against that was purely because of the development he lived at, and there are no sidewalks there. He stated that the people walk on the street within the development, as the traffic volume is low through there.

6. Cousins stated that the radius for the T turn around for emergency vehicles is shown on the drawing with a radius of 27'. Bob had submitted something from the International Building Code on why this was sufficient, and this also showed the radius as 28'.

Mr. Jozwiak stated that they would change it 28'.

7. Cousins stated that the fire hydrant located on Lot #15 in the middle of the development needed to be located near or somewhat north of Lot #11. This was a request from the fire department because if there ever was a fire in the development they don't want to have to drive past the house on fire to get to the hydrant.

Mr. Jozwiak stated that they had revised that location, and they have to keep the 400-foot line of site.

Cousins stated the fire department has equipment now where the fire truck does not have to be right at the hydrant, and can be up to 50-feet away. They have hose that can go over 400-feet.

8. Cousins stated that there was a comment in the Condo bylaws that states the Design Review Committee can waive restrictions such as setbacks. He stated that in the master deed that section might need to be revised so that the Village Planner, rather than the Planning Commission as a whole, sign off on any changes that the committee might make. This would make sure they are not impinging on things that were approved as part of the site plan.

Cousins stated that the Fire Department was satisfied with the project. There was a list of items from Gosling Czubak that he believed may have been worked out, but were not on the drawings.

C-3 - They need the location of the utilities such as phone pedestals and transformers.

Mr. Jozwiak stated that the gas would be on one side of the street and cable, phone and electric would be on the other side. He stated that all pedestals would occur at property lines and within their own easements as well. He stated they would be in contact with the utility companies to begin their design process and would get something in writing to the village.

C-4 - Cousins stated that the asphalt type needed to be shown.

Mr. Jozwiak stated there was paving detail on page C-7.

Cousins stated that the road was going to be private, and they needed to verify that in the master deed.

Mr. Jozwiak stated that would be included.

C-5 - Cousins stated that the proposed water main needed to be 8-inches in diameter.

Mr. Jozwiak asked if there was a plan to upgrade the 6-inch main that runs on that street.

Cousins stated that he did not have an answer for that, but by having the 8-inch their flow would be improved. The tap to the existing main needs to be made with a 6 x 6 and then followed by the increaser. The planned view for sanitary sewer manhole shows a slope of 0.42% and the profile calls out 0.46%, which has been resolved. Sanitary sewer passing underneath the road will be 4 feet of cover and insulated.

C-6 – The manhole cover needs to be an AGS and state Village of Kalkaska, which has been resolved.

Cousins stated that if the Commission was comfortable they could approve the site plan tonight with these conditions: Item 1. To remove trees only as necessary for home construction and detail the street tree planting in the master deed. Item 3. Naming of the road. Item 4. To provide no parking on one side of the street. Item 5. To provide space for a 10-foot wide trail along Island Lake Road, no sidewalk in the development. Item 6. To increase radius for the T turn around to 28 feet. Item 7. To remove the hydrant from Lot 15 to just north of Lot 11. Item 8. To submit the utility easements prior to construction. Item 9. To have planner approval for any changes that the design committee might make with regards to setbacks. A revised plan should meet the changes required by the engineering review of June 5, 2007.

Thomas made a motion to approve the site plan review for the Arbor Investment Company with the conditions listed above by Bill Cousins. On a roll call vote with Chairperson Whipple, Walter, Cousins, Larsen, Kelly, Thomas and Jordan voting “Yea”, motion passed.

5. B. Church Of Christ – Proposed New Building. Chairperson Whipple asked if anyone had a conflict of interest. Thomas stated that she was a member of the church and therefore was going to move into the audience for that portion of the meeting. Chairperson Whipple turned the floor over to Dean Farrier.

Dean Farrier put a revised copy of the site plan up on the board. They are seeking permission to construct a 31,700 square foot two-story worship center on a 10-acre parcel, which was annexed into the Village two years ago. He asked if the Commission had any comments or questions.

Cousins stated he was excited that the plan was moving along and that they were ready to start construction. The memo dated, July 5, 2007, which detailed the items that the administration had regarding this plan. Cousins asked for clarification that at this time the only building that was being proposed for site plan review and approval was the church building. The pavilion, pole barn, and bell tower would come at a later time. C-1 shows the actual parking layout. The previous submittal on two different sheets had two different parking layouts. There was no review of signage at this time, and they will come before the code enforcement officer for sign approval later on. There was still a concern by the engineer and himself on how people who park in the barrier free parking in a wheel chair or walker would get to the main entrance of the building without going on the main travel way.

Dean Farrier stated that would be the main entrance at the lower level, where there is an elevator just inside the door. They will have a two-lane carport upstairs, which is covered, for drop off purposes.

Cousins thought the state law required that parking spaces for barrier free be the closest ones to the main entrance, and that you can't require someone who is in a wheel chair to "go around back". His suggestion would be to put two spaces out on the east side of the building and make that barrier free.

Mr. Farrier stated that parking lot had a 4% slope, which does not meet the barrier free code of 2%. He had not seen anything that said barrier free had to be the closest spaces to the main entrance.

Cousins wanted to make sure the applicant was aware of the laws, but was comfortable with approving the site plan with the statement that the applicant meet all the requirements of the State of Michigan for barrier free parking.

Chairperson Whipple stated she definitely wanted a statement from the applicant to keep the liability on the applicant and not the Village.

Cousins stated that the engineer has strongly recommended that the water main coming to the building be an 8-inch main. The reason that the engineer was recommending an 8-inch main was for flow. That will be a dead end water main that is coming from the water tower, and he felt very confident that they would not have enough flow with a 6-inch main.

Farrier stated that they felt the pressure would be fine because of their close proximity to the tower, and that they would have adequate flow for domestic use and fire suppression with a 6-inch line. Farrier passed out a pricing sheet from Mohan Excavating for the Commission, which listed the difference in cost. He stated that the church wished to save a few pennies anywhere they could. If the Village felt that it was important to have the 8-inch because of visions of expansion in the future, they would like to see the Village cover the difference in cost.

Cousins stated that he did not want to incur extra cost for the church, but he wanted to make sure that if and when the fire suppression unit needed to be used or all the toilets were flushed at once, that there would be enough water pressure to do it. He was comfortable to approve this with the 6-inch line; however, he wanted the applicant to be informed of their water pressure concerns. Cousins recommended that they approve the site plan conditioned upon the resolution of the water main size between the GRT Engineering for the applicant and the Gosling Czubak Engineering for the Village, and the strong concern by the Planning Commission for the barrier free parking access. He felt this would be a great addition to the community.

Chairperson Whipple asked if they had any drawings of what the building will look like.

Mr. Farrier showed the Commission a drawing of the building.

Jordan made a motion to approve the site plan review for the Kalkaska Church of Christ proposed new building at 1725 Kalkaska Street with the conditions listed above by Bill Cousins. Kelly seconded the motion. On a roll call vote with Chairperson Whipple, Cousins, Walter, Kelly, Jordan and Larsen voting "Yea", motion passed.

Chairperson Whipple thanked Bill Cousins for his thoroughness while reviewing site plans. She stated that the time he spent reviewing and organizing the reviews made the job of the

planning commissioners so much easier than it used to be. She appreciated the knowledgeable comments he gave to the applicants to help them develop a site that would be an asset to the community.

#### CURRENT BUSINESS

6. Certificates of Appreciation – Chairperson Whipple stated that she had received a slip from Larsen suggesting 604 W. Dresden, Marian Churchill, Northwestern Bank at Dresden and Cedar and 510 Laurel and Spruce.

Kelly stated that he had been thinking about a house on Court Street.

Cousins agreed that the house at Laurel and Spruce would be a good choice.

Chairperson Whipple thought that Northwestern Bank would be a good choice for the commercial certificate.

Cousins stated that they would get a hold of the property owners and set up times around the middle of the month to present the certificates.

#### PUBLIC COMMENT

7. Chairperson Whipple stated that there was no public present for comment.

#### ADJOURNMENT

8. Motion by Walter, second by Larsen to adjourn. Motion passed on a voice vote. Meeting adjourned at 8:50 p.m.

Typed by: Mary Deb Rabourn, Deputy Clerk