

# Roscommon Township Planning Commission

Regular Meeting

March 21, 2022

## Meeting called to order by Chairwoman Barnes at 6:03 pm

**Roll Call Vote of Members:** Leonard *absent*, Milburn *present*, Barnes *present*, Hines *present*, Andre' *present*.  
Zoning Administrator: Christian *present*. **Also in attendance:** Scott Bell, Jason Moge, Tom Bailey

- **Agenda:** Chairwoman Barnes asked if everyone had a chance to review the agenda and asked if there were any changes or additions. **Motion by Barnes to approve the agenda as presented. Second by Andre, all ayes, motion carried.**
- **Minutes:** Barnes asked the commissioners if they all had a chance to look over the previous meeting minutes. **Motion by Hines, second by Milburn to approve the January 18, 2021 minutes as presented. Roll call vote: all ayes, motion carried.**
- Barnes stated the first item on the agenda is a Special Use Permit hearing for parcel #72-011-211-006-0020 aka 7059 W. Houghton Lake Drive to obtain approval for placement of 4'x8' illuminated custom top sign and a 4'x8' digital display, LED outdoor sign to be located in existing location of free-standing signage at front of building. Zoning Administrator Christian explained that the Methodist Church had been working with Optic-Edge of Big Rapids on a new digital sign display to take the place of the existing free-standing signage at front of the building. Christian stated the top portion of the sign would be a backlit stationary sign while the bottom section would be the moving illumination, therefore requiring Special Use. Christian stated the newly proposed signage appeared to meet all size and setback requirements and that no correspondence had been received related to the project. Barnes asked if there was any public comment. None was noted. **Barnes closed hearing to floor at 6:07pm.** Commissioner Andre acknowledged the applicant was not present and stated concerns for the intensity of illumination, stating safety concerns at the intersection. Andre inquired as to what an acceptable range of lumen would be and options to verify. Commissioner Hines inquired whether a specific limit on the number of lumens is stated. Christian stated it was not. Commissioner Milburn suggested language related to Section 14.11 (I-6) which states "shall ensure that light intensity, color, and movement will not distract motor vehicle operators, constitute a traffic safety hazard or adversely impact adjacent residential property". All commissioners present were in agreement. Milburn inquired as to the size of the signage, stating she calculated 70 sq/ft and referred to an additional 4" on the side and 2" in height shown on drawing. Christian stated he believed the extra space is sign-structure, not sign-face. Hines inquired about the existing sign structure. Christian stated it would not be utilized for the new signage. Barnes agreed with Milburn that language should specify the sign-faces not exceed 64 sq/ft. Barnes asked if there were any other concerns. None stated. **Motion by Milburn to approve the Special-Use Permit for parcel #72-011-211-006-0020 for Houghton Lake United Methodist Church proposed digital signage provided the applicant can ensure that light intensity, color, and movement will not distract motor vehicle operators or constitute a traffic safety hazard, sign faces shall not exceed 64 sq/ft maximum size and all additional permits and codes are adhered to. Second by Hines, all ayes, motion carried.**
- Barnes stated the next item on the agenda is a Special Use Permit Hearing & Site Plan Review for parcel #72-011-203-013-1304 aka vacant parcel to West of 7566 W. Houghton Lake Drive for building and operation of proposed Self-Storage facility with (15) buildings providing secure storage options to be known as "Secure Self Storage". Zoning Administrator Christian stated that he had been approached

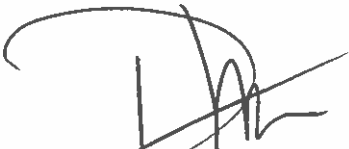
with the business idea in 2021 but stated groundwork was necessary before presenting a final plan. Christian stated that in January 2022 the vacant property to the West of 7566 W. Houghton Lake Dr. had been legally split, creating a new Commercial parcel. Christian stated the property borders Residential properties to the North. Christian explained the proposal is for a 15-building, secure, self-storage facility that would be un-manned but maintained as needed. Christian stated the egress to the property would be along Byron Ave., not M-55, and that plans for a greenbelt along the North property line bordering Residential areas was in place. Christian stated that no correspondence for or against the proposed project had been received. Scott Bell from Lapham Associates stated there would be about 112,000sq/ft of buildings that will be compartmentalized according to market demands. Bell explained the front portion of the front building would be climate-controlled with a customer service “kiosk” inside. Bell stated the facility would have a secure gate off of Byron and that a stormwater basin was located at the North side rear of the property that would be drained appropriately. Bell stated the entire facility would be fenced and that a landscaping buffer would be placed along the North property line, stating the majority of the property borders Commercial property. Bell stated lastly that all of the lighting would be downward-shielded and appropriately placed around the property. Barnes asked if there was anything to add from the floor. No comments noted. **Barnes closed hearing to floor at 6:22pm.** Commissioner Milburn stated she had some accessibility concerns but that it was a pretty straightforward Special Use. No other commissioner had further questions or concerns regarding the Special Use. **Motion by Milburn to approve the Special Use Permit for parcel #72-011-203-013-1304, Pearl Holdings LLC for proposed self-storage facility as presented. Second by Hines, all ayes, motion carried.** Barnes suggested reviewing Section 17.3(A) of the Roscommon Township Zoning Ordinance on a line-by-line basis. All commissioners agreed. Commissioner Milburn inquired as to whether MDOT had been contacted about a curb-cut. Bell stated that they had not and had no interest in applying with the State. Bell stated that any traffic generated would be “low-volume” according to the International Traffic Engineers numbers that are set for various uses. Bell stated that the majority of traffic would be noticed in the beginning as the units are being filled but would greatly subside thereafter. Jason Moge stated that he owns other similar properties that get anywhere from 4-5 visitors per day. Milburn asked if any of the other properties exited onto a Residential road. Moge stated that 1 property downstate did. Milburn stated that she believed the original intent of the zoning district was to access the Commercial properties from M-55 but that further collaboration was probably necessary with the Road Commission to ensure appropriate egress. Milburn stated an additional concern for not knowing the total amount of proposed storage “units”. Moge stated the total number of units would be between 400-450 units. Commissioner Andre inquired as to any proposed parking areas. Bell stated there is no specific parking as customers would park in front of the rented unit for a brief period of time and then leave. Bell stated there would be 6 spaces in front of the kiosk building for customers. Milburn inquired as to the separation distance between buildings. Bell explained that at the least there would be 30’ between buildings and at most 50’ or more in other areas. Barnes stated that according to fire department standards she had been made aware of, there appeared to be more than sufficient egress around the buildings. Barnes asked if any arrows or directions would be posted. Bell stated no there would not as there is only 1 entry/exit point for the facility. Andre inquired about the kiosk area. Moge stated the kiosk area would be a 10’x10’, glass-enclosed room that will be accessible 24 hours per day. Andre inquired about restrooms. Moge stated no plans for any bathroom facilities. Andre inquired as to where snow-removal would take place. Bell stated there were multiple areas but that the retention area would be the most ideal. Andre asked if any additional areas of the property would be blocked by a “green” barrier other than along the Houghton Heights Manor side of the property. Bell stated no plans for additional visual barriers. Bell stated that some trees would be removed but that the entire property would need to be graded. Milburn stated she felt as though the property along Byron Ave. and the North side should have a greenbelt area extending beyond the retention pond. Bell explained that the only proposed signage would be facing W. Houghton Lake Drive and located on a building, hence the reason for a clearview along M-55. Barnes inquired as to whether a trash dumpster would be utilized. Bell stated no, there would not. Milburn inquired as to any proposed outdoor storage. Bell stated there would be no outdoor storage areas. Milburn inquired as to the overall size of the facility compared to

other locations. Moge stated this would be bigger facility in comparison to the Harrison location that typically sees 4-5 visitors per day. Barnes asked about the total size of the parcel. Bell stated there was a total of 9.8 acres, with 2.6% of the total area being buildings. Barnes stated that she felt the situation was somewhat unique with regard to parking and the proposed use. Andre asked as to whether the issue of extended parking is addressed in any rental agreements. Moge stated that no, it was not, but that extended parking would not be tolerated and that the property is monitored at all times. Barnes asked if security cameras would be placed on the property. Moge stated yes, they would. Barnes continued to read each line of Section 17.3(A) acknowledging receipt of each item. Barnes reviewed previous discussions related to obtaining approval from the Road Commission regarding access permitting. Andre suggested Drain Commissioner approval and Soil Erosion Permit as additional items of focus. Milburn pointed to Section 13.5 of the Zoning Ordinance regarding Off-Street Parking Area construction, stating that all requirements of the Road Commission and Drain Commission shall be defined. Milburn stated that under this section, appropriate signage would need to be placed indicating egress areas. Barnes suggested that the whole of Section 13.5 could be considered. Barnes inquired about greenbelt areas again, pointing to the North and East property lines as additional options for green barriers. Andre suggested more concealment but understood the need for visibility. Andre asked if a "feasibility study" had been conducted. Moge stated no. Andre asked about the specific fencing type. Bell stated that it would most likely be black coated chain-link type fencing surrounding the entire property, 6' tall. Barnes asked if the commissioners were comfortable extending the greenbelt along the Byron Avenue side of the property that borders Residential using the proposed shrubs. All commissioners agreed. Milburn inquired as to how the sump and drainage would work. Bell explained that storm water overflow would be directed towards the greenbelt areas and there is a "restrictor" on the discharge. **Motion by Barnes to approve the Site Plan for parcel #72-011-203-013-1304 aka vacant parcel to West of 7566 W. Houghton Lake Drive to allow building and operation of self-storage facility with (15) buildings providing secure storage options to be known as "Secure Self Storage" with the following conditions: All items under Section 13.5 of the Roscommon Township Zoning Ordinance be adhered to, including Road Commission, Drain Commission and Soil Erosion requirements being met. Shrubs and greenbelt provided on Site Plan shall be extended along the entirety of Byron Avenue and continuing East along entire property line bordering Residential. No outdoor storage or trash receptacles. All Federal, State and Local regulations must be adhered to. Second by Andre, all ayes, motion carried.**

- Barnes stated the next item on the agenda was Planning Commission Bylaws (Final). Zoning Administrator Christian stated the updated bylaws had been presented to the Township Board in January for approval. Christian explained the Township Board requested "Public Comment" be added to Section 2-F. Christian pointed out that he had added "12. Public Comment" in Section 2-F. Christian explained that although Public Comment is always addressed by the Planning Commission, it made sense to ensure it was in writing. No further changes or additions were noted.
- Barnes stated the final item on the agenda is MTA Online Learning Center. Zoning Administrator Christian thanked everyone for attending the Planning/Zoning training held on 3/10/2022. Christian stated as a result, there had been some inquiries about further training. Christian stated that the Township has a premium membership through the MTA Online Learning Center which offers all Township employees various online training options. Christian explained that he had contacted the MTA Education department to obtain a current roster and make any updates as needed. Christian stated once completed, he would provide login information for all members of the Planning Commission.
- Chairwoman Barnes announced that Joint Planning Commission members had been selected by Denton Township and that both Townships could begin working together to coordinate the initial JPC meeting for purposes of the Master Plan Review. No further public comment was noted.

**Adjourning Meeting: Barnes made the motion to adjourn, second by Milburn, all ayes. Meeting adjourned at 7:13 pm.**

- **Next Scheduled Meeting Date: April 18, 2022 at 6:00 pm.**



---

**Rachael Barnes, Chair**



---

**Dave Andre, Secretary**

Prepared and submitted by Robert M. Christian