

**Charter Township of Elmwood  
Planning Commission Regular Meeting  
10090 E. Lincoln Rd.  
November 13, 2024 at 6:30 PM**

**A. Call to Order:** Chairman Bechtold called the meeting to order at 6:30 PM.

**B. Pledge of Allegiance:** The Chair led the Pledge of Allegiance.

**C. Roll Call: Present:** Jeff Aprill, Doug Roberts, Chris Mikowski, Rick Bechtold, Kendra Luta, Jonah Kuzma. Excused: Nate McDonald

**D. Limited Public Comment:** None

**E. Agenda Modifications/Approval:** *MOTION BY COMMISSIONER APRILL, SECONDED BY COMMISSIONER ROBERTS TO APPROVE THE AGENDA AS PRINTED. MOTION PASSED 6-0.*

**F. Minutes- October 15, 2024:** *MOTION BY COMMISSIONER LUTA, SECONDED BY COMMISSIONER KUZMA TO APPROVE THE MINUTES OF OCTOBER 15, 2024 AS PRESENTED. MOTION APPROVED UNANIMOUSLY.*

**G. Consent Calendar:** *MOTION BY COMMISSIONER ROBERTS, SECONDED BY COMMISSIONER LUTA TO ACCEPT THE CONSENT CALENDAR FOR FILING. MOTION PASSED UNANIMOUSLY.*

**H. Declaration of Conflict of Interest:** None

**I. Old Business:** None

**J. New Business:**

**1.) SPR 2024-06 Request by TCWC Holding Company, LLC regarding property at 9432 S Center Hwy. (Parcel 004-008-009-20) for a Distillery Tasting Room, visitor's center, and offices for TC Whiskey. Note: this review is for the site plan associated with SPR/SUP 2022-05; the SPR portion of that approval has expired. (48:45)**

Chris Frederickson, representative for Traverse City Whiskey, resident at 12055 S. Woodwinds Circle stated the site plan presented to the Commission is nearly identical to what they reviewed in the past, he just wanted to take a minute and thank the Planning Commission for their patience with their project.

Staff noted on the Staff report is the draft findings of fact and it calls out the modifications explicitly. Commissioner Kuzma commented that he didn't have any questions, it looked like it was all there and there was a lot in the packet that was substantiated.

The Commission proceeded through Standards for Site Plan approval and Findings of Fact. Staff noted with the recommended conditions of approval, in the italicized text, she indicated most of the Findings are carried over from the previous approval, and the Commission granted an extension of 1 year for the SUP at the last meeting. The updated condition of approval would be condition 14 which was copy and pasted from the recommended conditions from the Fire Chief within his most recent review.

The Commission made no modifications to the conditions included within the prepared Draft Findings of Fact. These conditions include:

- 1) *(from SPR/SUP 2022-05)* Snow storage shall not be located within the clear vision area nor shall it be located within the RoW without County approval.
- 2) *(from SPR/SUP 2022-05)* The distillery is licensed or will be licensed prior to occupancy by the appropriate Federal, State, and Local agencies. Evidence of this must be provided to the Zoning Administrator prior to occupancy.
- 3) *(from SPR/SUP 2022-05)* The distillery must be operated according to generally accepted agricultural management principles and the parcel shall have a minimum of five (5) planted acres of crop that is used for the on-site production of spirits.
- 4) *(from SPR/SUP 2022-05)* Prior to issuance of a Land Use Permit, a performance guarantee, or other such documents deemed sufficient by Counsel to ensure crops will be planted within one year of commencement of construction.
- 5) *(from SPR/SUP 2022-05)* As required by the Ordinance, the maximum size of tasting room shall be 2000 sq ft. The Commission is approving the requested 1,917 sq ft tasting room and said tasting room shall not be expanded without the appropriate approval.
- 6) *(from SPR/SUP 2022-05)* The project shall comply with all requirements of the Zoning Ordinance in effect at the time of approval, including, but not limited to Section 9.8.L.
- 7) *(from SPR/SUP 2022-05)* The property owner is responsible for obtaining all other applicable permits. This shall be done prior to obtaining a Land Use Permit.
- 8) *(from SPR/SUP 2022-05)* The Planning Commission is not approving any signage under this Site Plan Review. Any proposed signage will need to comply with the Zoning Ordinance and the property owner shall obtain a sign permit from the Zoning Administrator.
- 9) *(from SPR/SUP 2022-05)* In accordance with Section 6.5.4 of the Zoning Ordinance, All non-residential outdoor lighting fixtures, including display lighting, shall be turned off after close-of-business unless needed for safety or security, in which case the lighting shall be reduced to the minimum level necessary or an infrared sensor security fixture is used. Lighting for a parking area shall be installed so that the light is directed into the parking area only. Parking lot lights shall be extinguished after working hours or shall be placed on an infrared sensor. Further, Any installed parking lot lighting shall comply with the following requirements: 1. All pole-mounted lighting of parking or display areas shall be fully shielded, and in no case shall the light be permitted to extend above the horizontal plane of ninety (90) degrees. 2. Pole mounting height for any outdoor lighting shall not exceed twenty-five (25) feet.
- 10) *(from SPR/SUP 2022-05)* Landscaping shall be maintained in a healthy, growing condition. Diseased or dead materials shall be replaced within the current or next planting season.
- 11) *(from SPR/SUP 2022-05)* Once the project has been completed, the property owner or their representative shall submit As-Built plans in accordance with Section 8.6 of the Zoning Ordinance.
- 12) *(from SPR/SUP 2022-05)* Southern most entrance must be maintained in the winter for emergency access.
- 13) *(from SPR/SUP 2022-05)* A fire suppression easement be granted to the Fire Department, in accordance with Counsel.
- 14) Recommendations proposed by the Fire Chief in his 10/30/2024 letter will be made a condition of approval. These recommendations include:

- a. Applicant shall comply with IFC standards for clear widths and the maintenance of all fire apparatus access lanes. This includes snow removal and maintenance of fire lanes approved for construction with “grass pavers.” *Reference: IFC 503.2.1 & 503.4.*
  - b. Applicant shall provide address identification visible from the public right-of-way and at other approved locations to facilitate emergency response. Address identification and approved locations will comply, at a minimum, with IFC standards. *Reference: IFC 505.1.*
  - c. Applicant shall maintain clear access to the existing on-site fire suppression water tank and hydrants *Reference: IFC 507.5.4.*
  - d. Applicant shall place and maintain signage designating “NO PARKING – FIRE LANE” along the rear (west side) FAAL and near the hydrants to discourage obstruction. Signs shall be conspicuously spaced to discourage parking in these areas. Signage should substantially meet the IFC Appendix D Fire Apparatus Access Roads – Section D103.6: Signs. Any proposed alternatives to the standard shall be approved by the Fire Chief. *Reference: IFC 503.3 & D103.6.*
  - e. Applicant shall ensure gates installed across fire apparatus access lanes are approved by the fire chief and have an approved means of operation. *Reference: IFC 503.6.*
  - f. Applicant shall install a key box (Knox Box ®) for fire department access in a location approved by the fire chief. *Reference: IFC 506.1.*
- 15) Prior to issuance of a Land Use Permit, a signed set of plans shall be provided to staff.

*MOTION BY COMMISSIONER ROBERTS, SECONDED BY COMMISSIONER KUZMA TO ADOPT THE FINDINGS OF FACT AS PRESENTED. MOTION APPROVED BY A UNANIMOUS VOTE.*

*MOTION BY COMMISSIONER LUTA, SECONDED BY COMMISSIONER KUZMA TO APPROVE BASED ON THE FINDINGS OF FACT THEY JUST ADOPTED WITH THE CONDITIONS LISTED. MOTION PASSED UNANIMOUSLY.*

## **2.) Capital Improvement Plan. Public Hearing followed by Planning Commission deliberations.**

Chairman Bechtold read the statement to open the public hearing. Public hearing opened at 6:44 p.m.

**Public comment opened at 6:47 p.m. No comment was given. Public comment closed at 6:48 p.m.** *MOTION BY COMMISSIONER KUZMA, SECONDED BY COMMISSIONER APRILL TO CLOSE THE PUBLIC HEARING. MOTION PASSED UNANIMOUSLY.*

Staff noted before them is the drafted CIP memo she prepared indicates 3 things that changed since it last went before the Commission for introduction including updating the date of public hearing, the contributing fund for projects, and providing additional information for the fiber glass pump boxes. All of those items have been resolved.

*MOTION BY COMMISSIONER LUTA, SECONDED BY COMMISSIONER KUZMA TO RECOMMEND TO THE TOWNSHIP BOARD TO ADOPT THE CIP. MOTION APPROVED UNANIMOUSLY.*

**3.) Master (Comprehensive) Plan:** The Chair noted the Commission had some chapters they reviewed and their consultant Sara Kopriva of Beckett and Raeder will lead discussion.

Kopriva relayed that provided a memo in the packet that briefly explains what they have going on in this process. She also included some of the chapters because as they read through, it will help them get an idea of where other items may be, why they're not fully explained in some of these chapters or where they'll be located instead. She's not planning on walking through all of it, more like community engagement and here are the results, are there any comments about the information or any surprises or anything they'd like them to explore further, specifically with the community engagement summary. She did mention in the memo not to worry about the formatting part of it because it won't be in word in the future, it'll be laid out better, so a lot of these issues don't worry about now, she's looking for general policy and content to see if there's anything they need to work on.

The Commission went through the chapters with Sara and asked questions and gave comment. They will review the Master (Comprehensive) Plan again at a later date.

**K. Discussion on Zoning Ordinance: N/A**

**L. Comments from the Chair:** Chairman Bechtold thanked the Commissioners for their excellent preparation, good questions, and thoughtful review of all the information.

**M. Comments from Planning Commissioners:** Commissioner Mikowski said she would be staying on for 2 more years after being appointed at the Board meeting last night.

**N. Comments from Staff:** Staff thanked Commissioner Mikowski for staying on. Also, in the new year she'll send along training info. She then relayed that the State has adopted new GAAMPS, including ones specific to farm markets. The draft GAAMPS are still online, but once they are adopted, she'll add those to the consent calendar. She noted the housing summit has all the materials online.

**O. Public Comment:** None

**P. Adjourn:** *MOTION BY COMMISSIONER LUTA, SECONDED BY COMMISSIONER APRILL TO ADJOURN MEETING AT 7:24 PM. MOTION PASSED UNANIMOUSLY.*