

MINUTES
BEDFORD TOWNSHIP PLANNING COMMISSION
8100 JACKMAN ROAD, TEMPERANCE, MICHIGAN
APRIL 25, 2018

PRESENT:

MATTHEW ANGERER, CHAIR
DENNIS JENKINS, VICE-CHAIR
LAMAR FREDERICK, TOWNSHIP BOARD LIAISON
DAN STEFFEN, SECRETARY
TOM ZDYBEK
RON FRITZ
JOE GARVERICK

EXCUSED:

NONE

ABSENT:

NONE

ALSO PRESENT:

MARTY KAMPRATH, LEGAL COUNSEL, LENNARD, GRAHAM & GOLDSMITH
KAREN M. KINCAID, PLANNING AND ZONING ADMINISTRATOR
JODIE L. RECTOR, PLANNING AND ZONING, ASSISTANT, RECORDING SECRETARY

Angerer called the Bedford Township Planning Commission meeting to order at 7:00 p.m. The Pledge of Allegiance was said. Steffen called the roll. Quorum present.

APPROVAL OF THE AGENDA

Motion by Steffen, supported by Jenkins, to approve the agenda. Motion carried.

APPROVAL OF THE MINUTES

Motion by Frederick, supported by Zdybek, to approve the minutes of March 14, 2018. Motion carried.

PUBLIC COMMENT (LIMIT 3 MINUTES)

Connie Velliquette- Vice-Chair Park Board- Representative for the Park Board-Ms. Velliquette explained there was a brief meeting with the applicant and the supervisor but not much clarification on the use that was intended for the park property. Ms. Velliquette stated there is no permission for helicopter rides on the property, only discussion of access through the park property. Ms. Velliquette expressed concern with the proposed beer tent and what precautions have been taken on safety and security. Ms. Velliquette inquired on whether the surrounding neighborhoods would be notified. Lastly, Ms. Velliquette stated the Park Board requests a million-dollar liability insurance policy with the Park Board being an additional named insured.

NEW BUSINESS

A) REQUEST FOR FINAL SITE PLAN APPROVAL FOR G & J HOLDINGS, LLC, TOLEDO STEEL SUPPLY, ON PARCEL NUMBER 5802-101-002-11, OTHERWISE KNOWN AS 222 LAVOY ROAD, ERIE, MI 48133.

Kincaid reviewed the analysis stating the owner is proposing a 20,173 square foot building addition to be attached to the north side of the existing 52,173 square foot building and on 8/24/16 the Planning Commission approved a 20,173 square foot addition on a 9.462-acre parcel. Kincaid stated the applicant has indicated on the site plan the addition will be utilized for steel storage and there will no increase of employees. Kincaid noted the Fire Department reviewed and approved the site plan on 4/11/2018, MCDC reviewed and approved the site plan with comments on 3/20/2018 and the MSG reviewed and approved the site plan with comments on 4/5/2018. Kincaid reviewed the plan saying the provided parking, 20 spaces plus one barrier free space where 11 spaces and one barrier free is required, meets the requirements of the ordinance and the proposed wall pack site lighting meets all ordinance requirements. Kincaid said as noted on the plan all loading and unloading takes place within the building.

Kincaid advised should site plan approval be granted, a motion should include that the approval shall be contingent upon addressing all conditions of the Bedford Township Fire Department, MSG and the MCDC letters of approval.

Kevin Romanko- 300 East Saffell Avenue, Sycamore, OH-Representative for G & J Holdings-Mr. Romanko was available to answer any question.

Steffen inquired on all the loading and unloading to be located within the building. Mr. Romanko stated all loading and unloading will be conducted within the enclosed building.

MOTION BY JENKINS, SUPPORTED BY GARVERICK, TO APPROVE FINAL SITE PLAN APPROVAL FOR G & J HOLDINGS, LLC, TOLEDO STEEL SUPPLY, ON PARCEL NUMBER 5802-101-002-11, OTHERWISE KNOWN AS 222 LAVOY ROAD, ERIE, MI 48133 CONTINGENT ON ADDRESSING ALL THE ISSUES OUTLINED IN THE MSG, MCDC AND THE BEDFORD TOWNSHIP FIRE DEPARTMENT REVIEW LETTERS.

Roll call as follows: Voting Aye: Jenkins, Garverick, Steffen, Frederick, Fritz, Zdybek and Angerer

Voting Nay: None.

Excused: None

Absent: None

Motion carried.

B) REQUEST FOR FINAL SITE PLAN APPROVAL FOR SULIER GROUP, LLC, M & N CONTROLS, ON PARCEL NUMBER 5802-035-001-40, OTHERWISE KNOWN AS 7180 SULIER, TEMPERANCE, MI 48182

Kincaid reviewed the analysis stating the owner is proposing a 3,000 square foot addition to be attached to the east side of the existing 4,500 square foot building on a 1.39-acre parcel. The proposed site plan indicates an increase of 1,611 square feet of asphalt pavement for the parking area and while the existing gravel area is 7223 square feet, there is a plan to relocate the existing gravel turnaround to the rear of the proposed addition and increase the area by 2991 square feet to provide a larger area for truck access and maneuverability within the site, which would also be utilized by the Fire Department for emergency purposes, if needed. Kincaid said it is noted on the

site plan that the gravel area will not be utilized for storage or loading and unloading. It shall also be required that the gravel area not be utilized for parking, as Section 400.1905, "Off-Street Parking Space Layout, Standards, Construction and Maintenance" requires parking areas be provided with asphaltic or concrete surfacing.

Kincaid noted the Fire Department reviewed and approved the site plan on 4/11/2018, MCDC reviewed and approved the site plan with comments on 4/4/2018 and the MSG approved the site plan with comments on 4/9/2018.

Kincaid advised the provided parking of 13 spaces plus one barrier free space where 13 spaces and one barrier free is required meets the requirements of the ordinance; however, the submitted site plan indicates the parking area will be increased by 4 parking spaces. The proposed wall pack site lighting meets all ordinance requirements, as does the landscaping. All loading and unloading takes place within the building.

Kincaid stated should site plan approval be granted, a motion should include that the approval shall be contingent upon addressing all conditions of the Bedford Township Fire Department, MSG and the MCDC letters of approval.

Dean Frederick-4645 Summit Street, Toledo, OH- Representative for Sulier Group, LLC, M & N Controls- Mr. Frederick was available to answer any questions.

Angerer inquired on the proposed gravel turn around. Mr. Frederick said there is an existing loop gravel turn around which is within the location of the proposed addition and the proposed new gravel area will be squared off to the rear of the proposed addition suppling an area for emergency turn around and an area for loading and unloading. Mr. Frederick addressed the issues stated within the review letters

MOTION BY STEFFEN, SUPPORTED BY FREDERICK, TO APPROVE FINAL SITE PLAN APPROVAL FOR SULIER GROUP, LLC, M & N CONTROLS, ON PARCEL NUMBER 5802-035-001-40, OTHERWISE KNOWN AS 7180 SULIER, TEMPERANCE, MI 48182 CONDITIONED UPON NO LOADING OR UNLOADING OR PARKING TO BE PERMITTED WITHIN THE PROPOSED GRAVEL AREA AND CONTINGENT ON ADDRESSING ALL THE ISSUES OUTLINED IN THE MSG, MCDC AND THE BEDFORD TOWNSHIP FIRE DEPARTMENT REVIEW LETTERS.

Roll call as follows: Voting Aye: Steffen, Frederick, Jenkins, Fritz, Zdybek, Garverick and Angerer

Voting Nay: None.

Excused: None

Absent: None

Motion carried.

C) REQUEST TO DETERMINE IF THE PROPOSED AMENDMENT TO THE DEER RUN CONDOMINIUMS IS A MINOR OR MAJOR CHANGE, LOCATED ON THE EAST SIDE OF SECOR ROAD, SOUTH OF ERIN COURT

Kincaid reviewed the memo saying on March 22, 1994, the Township Board approved the PUD plan and rezoned the property to PUD. The plan that was approved (Phase I) had a perimeter setback of 30 feet along the south side. On May 19, 1998 the developer went before the Township Board seeking an amendment to the PUD to allow for an option for smaller units within Phase II. Within the Township Board minutes of May 19, 1998, the motion included a reference to Phase I that states *“accept the variations that were done in Phase I as they exist today, as long as no other variations are made on construction of Phase I from this point on or they would be considered a violation”*. While the “variations” within Phase I were not discussed, the first amendment to the Deer Run Condominiums Master Deed recorded on August 6, 1999 contains a Site Plan that includes decks on the rear of the units within Phase I, encroaching on the 30’ perimeter setback that was originally approved. The Planning Department was unable to obtain any documentation that indicates a PUD amendment was sought to construct decks within the 30’ perimeter setback, however; it is being assumed the encroachment and decks were approved by the Township Board at their May 19, 1998 meeting with the inclusion in the motion for approval to *“accept the variations that were done in Phase I as they exist today, as long as no other variations are made on construction of Phase I from this point on or they would be considered a violation”*, as the recorded First Amendment to the Master Deed of Deer Run Condominiums dated August 6, 1999 includes a site plan that identifies decks within the 30’ perimeter setback.

The Deer Run Condominium Homeowner’s Association is seeking a determination if their request to increase the building envelopes within Phase I to include the decks and entrance way is a minor or major amendment to the PUD. Kincaid said the documents included in the packet are color coded for convenience, where the decks have been identified in orange, and the new envelope is denoted in a pink outline. It should be noted that Units 4 and 5 as highlighted in yellow would not be able to meet the required Building Code setbacks (per Dennis Kolar, Building Official), and Unit 5 would create an obstruction of view for Unit 4 if the deck was ever converted to a sunroom.

The Planning Department asked the Township Planner to calculate the open space to ensure it did not drop below the required 30%. It was determined the 30% open space would not be compromised if the envelopes were increased. The Planner further commented on perimeter setbacks and the separation requirement between Units 4 and 5. Kincaid stated it should be noted that Units 1 and 2 have not been constructed. Kincaid informed the Commission Tony Rundle would be representing Deer Run Condominiums.

Frederick spoke on this request having a direct effect on him due to the proximity to his home and recused himself from participation in this item.

Tony Rundle-3233 Ravine Hollow Court-Representative for Deer Run Condominiums- Mr. Rundle was available to answer any questions.

Angerer inquired on the existing building envelope. Kincaid reviewed the submitted plan and explained the existing building envelope and the increased portion of the proposed request. Mr. Rundle stated the request is to allow Phase I to match the existing building envelopes within Phase 2. Mr. Rundle stated the association has made contact with the Mannik and Smith Group as they were the original engineers of the project should they have to move forward with a major amendment.

Kincaid discussed the process for a major amendment and a minor amendment. Angerer asked if there are any issues with enclosing the decks. Kincaid stated once a determination is made and the process is moving forward, each unit would be required to submit through the Building Department. Angerer questioned on the encroachment of the setback. Kincaid explained the original setback was 30 feet and once the decks were installed the setback was decreased to a 15-foot rear yard setback. Jenkins expressed concern due to the minutes from the Township Board in that the Township Board from 5/19/1998 accepted the variations in Phase I as they existed but as long as no other variations were made on construction of Phase 1 from this point on or they would consider it a violation, and having said that, Jenkins voiced in his opinion this request would be a major amendment.

MOTION BY JENKINS, SUPPORTED BY STEFFEN, TO DETERMINE THE REQUEST OF THE PROPOSED AMENDMENT TO THE DEER RUN CONDOMINIUMS IS A MAJOR AMENDMENT TO THE PUD, LOCATED ON THE EAST SIDE OF SECOR ROAD, SOUTH OF ERIN COURT WITH SUPPORT FROM THE TOWNSHIP BOARD MINUTES DATED 5/19/1998.

**Roll call as follows: Voting Aye: Jenkins, Steffen, Garverick, Fritz, Zdybek and Angerer
Voting Nay: None.**

Excused: None

Absent: None

Abstain: Frederick

Motion carried.

D) RECOMMENDATION ON THE PROPOSED AMENDMENT TO THE DEER RUN CONDOMINIUMS (BASED ON DECISION OF 7C), LOCATED ON THE EAST SIDE OF SECOR ROAD, SOUTH OF ERIN COURT

Item 7D removed due to the determination of the Deer Run Condominiums proposed amendment being a Major Amendment to the PUD.

E) OPEN THE PUBLIC HEARING REGARDING COMMANCHE DEVELOPMENT COMPANY, LLC REQUEST FOR A REZONING OF PARCEL NUMBER 5802-026-061-01, FROM R-2A, SINGLE FAMILY RESIDENTIAL, TO R-3, SINGLE FAMILY RESIDENTIAL, LOCATED ON THE NORTH SIDE OF STERNS ROAD, WEST OF PRAIRIE WOODS SUBDIVISION, EAST OF LEWIS AVENUE

Motion by Zdybek, supported by Frederick, to open the public hearing at 7:31 p.m. Motion carried.

Kincaid reviewed the analysis stating the request is to rezone approximately a 19.827-acre parcel from R-2A, Single Family Residential to R-3, Single Family Residential, located on the north side of Sterns Road, west of Prairie Woods subdivision, east of Lewis Avenue. The parcels located to the South of the subject parcel are zoned R-2B and R-3, Single Family Residential, to the East is R-3, Single Family Residential and the location of Prairie Woods Subdivision, West, RM-2, Multi-Family Residential and C-2, Shopping Center and C-3, General Commercial.

Kincaid said the Master Plan, which was adopted on October 28, 2015, designates this area as Medium/High Density Residential and further describes the intent to accommodate additional options for housing.

The proposed R-3, Single Family residential, as herein established with the Master Plan as Suburban Residential and is designed to accommodate neighborhood development of single family homes on a maximum density of one dwelling unit/10,000 square feet served by public sanitary and water system. Kincaid briefly commented on the uses permitted in an R-3 zoning district.

Kincaid explained the subject vacant parcel is zoned R-2A, One-Family Residential and the proposed request is for R-3, One-family Residential. This request would not permit two-family, apartments or multi-family. The frontage would be reduced from 80 feet of frontage to 60 feet of frontage and would be required for each lot created.

Brad Greeley- 3002 Lennox Court-Representative- Mr. Greeley stated this proposed rezoning is to create the same zoning as existing Prairie Woods Subdivision, which is R-3, Single Family Residential, to utilize the existing stub streets and extend Prairie Woods. Mr. Greeley stated the stub end street was designed with the intent to extend when the development was originally approved; but due to the economy, that process did not move forward at that time.

Zdybek inquired on the connection. Mr. Greeley stated there are wetlands and some drainage issues not foreseen within the existing portion of Prairie Woods Subdivision and they are seeking to move forward with this portion to extend the development and possibly resolve some of those drainage issues and continue to work with MDEQ on the wetland areas. Zdybek asked if there would be an entrance from Sterns Road. Mr. Greeley stated yes and they will be working with the Monroe County Road Commission on the requirements.

John Schinkel-7567 Willow Pointe-Mr. Schinkel advised this site is to the rear of his property. Mr. Schinkel spoke on the concern of drainage and the developer has already addressed. Mr. Schinkel stated he did not have any issues of the development on the site, however inquired on the tree line behind his home whether that would remain.

Rob Rego-547 W. Sterns-Mr. Rego voiced concern on another entrance off Sterns Road as it is a highly traveled road with a lot of congestion. Mr. Rego spoke also should there be a requirement to widen Sterns Road he is concerned as his home is already close to the road.

Jacqueline Heck-548 W. Sterns-Ms. Heck Spoke in opposition to the request as there are too many developments destroying the view, trees and animals. Ms. Heck voiced concern to add another ingress/egress off Sterns Road serving Prairie Woods. Ms. Heck said there is already an issue with the infrastructure and this would increase the traffic.

Todd Budd-7597 Willow Pointe-Mr. Budd opposed the development, however should it be developed as single-family homes felt it would be more beneficial to the community and school system.

Todd Bodine-7547 Willow Pointe-Mr. Bodine voiced concern for homes to be built on both sides of the street as there is a concern for speeding already within the subdivision. Mr. Bodine inquired on a proposal for speed bumps.

Aaron Benge-7587 Willow Pointe-Mr. Benge stated the site location is to the rear of his property. Mr. Benge voiced concern of the removal of the tree line and question the area of wetlands.

Angie Heck-548 W. Sterns- Ms. Heck stated she is a long-time resident and opposed any further development. Ms. Heck wants to see development that supports the community, however there are too many subdivisions within this community. Ms. Heck voiced concern on low enrollment and the issues on number of students already in the classrooms.

Motion by Zdybek, supported by Steffen, to close the public hearing at 7:48 p.m. Motion carried.

Frederick stated he understood and appreciated all the comments by the residents, however the vacant property is currently zoned for single family residential and the developer could conceivably start the process to construct homes as it exists today. Frederick reiterated what the requested change was for the site. Frederick discussed the surrounding zoning districts and gave some history of the Township and the community when the zoning ordinance went into effect. Garverick agreed with Frederick and added developers do try to save existing trees if at all possible. Mr. Greeley stated of course they would try to save as many trees as possible as it is an amenity for not only for the existing and surrounding property owners but also for potential home owners.

Kincaid reviewed the process for rezoning, saying tonight is a recommendation from the Planning Commission, the request will then be submitted to Monroe County Planning for a recommendation, then presented to the Township Board for a determination. Commission Members discussed the zoning of the proposed area as there is C-3, General Commercial to the west and Jenkins stated buffering would be determined by ordinance at the time the commercial parcel was developed. Kincaid added there is no requirement for buffering between two residentially zoned parcels.

MOTION BY JENKINS, SUPPORTED BY STEFFEN, TO RECOMMEND APPROVAL OF THE COMMANCHE DEVELOPMENT COMPANY, LLC REQUEST FOR A REZONING OF PARCEL NUMBER 5802-026-061-01, FROM R-2A, SINGLE FAMILY RESIDENTIAL, TO R-3, SINGLE FAMILY RESIDENTIAL, LOCATED ON THE NORTH SIDE OF STERNS ROAD, WEST OF PRAIRIE WOODS SUBDIVISON, EAST OF LEWIS AVENUE AS IT IS CONSISTANT WITH THE MASTER PLAN.

Roll call as follows: Voting Aye: Jenkins, Steffen, Frederick, Fritz, Zdybek, Garverick and Angerer

Voting Nay: None.

Excused: None

Absent: None

Motion carried.

F) REQUEST FOR A RECOMMENDATION TO THE BOARD OF ZONING APPEALS ON A SITE LAYOUT AND A TEMPORARY USE FOR A 3-DAY SUMMER FESTIVAL, ON PARCEL NUMBERS 5802-019-138-00, OTHERWISE KNOWN AS LAMBERTVILLE CIVIC CLUB AND 5802-019-139-00, OTHERWISE KNOWN AS BEDFORD TOWNSHIP PARK (PARMELEE PARK)

Kincaid reviewed the analysis stating this request is from the Bedford Summer Fest Committee with Richard Kenny serving as spokesperson for the request. The request for consideration is to hold a three-day event to be held on the Civic Club property (Monroe Road) and a portion of the Parmelee Park property (Dorr Street) on June 22-24, 2018.

Kincaid advised the Planning Commission will not be making a decision on this request, as the request for the temporary use permit is required to go before the Board of Zoning Appeals. A public hearing will be held at the BZA meeting and all property owners within 300' of the perimeter of the two properties will be notified of the public hearing and the proposed use. Section 400.2204, of the Bedford Township Zoning Ordinance, states the Board of Zoning Appeals shall seek the review and recommendation of the Planning Commission prior to the taking of any action. Therefore, action on this request will be in the form of a recommendation to the BZA. This item has been scheduled for consideration at the May 7, 2018 BZA meeting.

Kincaid stated as indicated in the submitted letter from the Summer Fest Committee, the event will be free to the community to attend, with food, beverages, and various activities for purchase. While parking is identified on the Civic Club property, off-site parking will also be available with bus service to and from the venue. Kincaid said the applicant identified in their submitted letter how the profit from the event will be distributed and/or retained for future year start-up costs.

Kincaid said the applicant has stated the Bedford Veterans Center will have a booth to sell water to benefit local Veterans, food will be available for purchase from local food vendors that will include local restaurants from the community and surrounding communities, and alcohol will be available for purchase in a beer tent located inside the fenced in football field, which must be consumed within a fenced area.

Kincaid referred to the submitted letter saying the applicant has identified the hours of operation as Friday, 5:00 p.m. to midnight, Saturday, 10:00 a.m. to midnight, and Sunday 12:00 p.m. to 7 p.m. with activities that include bounce houses, performances from local groups/bands, helicopter rides, dunk tanks, kid activities, etc.

Kincaid directed the Commission Members to the submitted plot plan that identified the areas designated for activity, with the beer tent, food/vendors, seating, music/stage, and kid area being located within the fenced football field. The restroom facility is located to the east, outside of the fenced football field, and parking is located to the south of the football field, with ingress from Monroe Road. Parking exit will be through Parmelee Park onto Dorr Street to Summerfield Road. As previously stated, it is also indicated in the applicants' letter that off-site parking will be available with bus shuttle service to and from the festival.

Kincaid said proposed helicopter rides are to be located on the baseball field within Parmelee Park. It should be noted that while the Park Board Chair, Jerry Goodridge, signed the application, a letter was submitted by Mr. Goodridge stating further action regarding liability is being discussed with the Township Attorney at this time. Mr. Goodridge stated in a visit to the Planning Department that the Park Board has no issue with existing the festival through Parmelee Park via Dorr Street and then on to Summerfield Road; however, is reserving the right to determine if the park can be utilized for helicopter landings and launchings.

Kincaid advised safety and security, along with the identified items on page 3 of the applicants' letter shall be discussed. Kincaid noted in speaking with the Ordinance Enforcement Department, proposed hours for amplified music is permitted, however the applicant will be required to apply for a music permit with Ordinance Department a minimum of one week in advance. Kincaid also noted this request will go before the Board of Zoning appeals on May 7, 2018, which requires a public hearing and everyone within 300 feet of the perimeter of each of the properties has been notified as those mailings went out on April 20, 2018.

Kincaid read aloud the submitted letter by the Bedford Township Fire Department on the first review for what had been submitted by the applicant.

Rich Kenny- 7824 Jackman Road- Mr. Kenny stated having helicopter rides was just an idea and he is good without having them. Mr. Kenny explained the Civic Club location regarding parking and said they will have other areas for parking located off site. Mr. Kenny explained the park is open to the public for public use and access. Mr. Kenny advised there will be professionals operating the bar area, he will be contacting the Sheriff's Department on security, and they are working on additional insurance and liquor license process. Mr. Kenny stated last year a similar event was held at the high school and they are looking to provide a great experience for the community as they felt the Civic Club was a better option for the location. Mr. Kenny added there are no issues resolving the request from the Fire Department, the Ordinance Enforcement Department or to contact the Sheriff's Department for compliance.

Angerer voiced concern on safety and security. Mr. Kenny stated he wants to make sure to provide a safe environment for the community and will do what the Township and the Sheriff's Department will require to make that happen. Mr. Kenny advised if the Commission chose not to grant the request at this time, he understood and would be fine with that and would move forward for next year.

Kincaid noted she was unsure if the dates stated were correct. Mr. Kenny advised during the committee's meeting they have determined to have enough time to gather and comply with all the requirements and for advertising they have moved the dates to the weekend of August 11th – 12th. Steffen asked the applicant on an approximate number of people to attend. Mr. Kenny advised at this time they are unsure of the number of people as the requested weekend does have other competing activities within the area but hopes this festival will keep the community within Bedford Township.

Fritz asked about the entrance location and available onsite parking. Mr. Kenny stated at this time he is unsure of the exact number of parking spaces and there are two access points, one from the Civic Club and another located at Parmelee Park. Fritz inquired on the hours for the beer tent. Discussion continued on hours on serving of beer for safety and to make sure the festival ended within the proposed time frame. Mr. Kenny stated as this is his first time coordinating a 3-day festival, he was open to suggestions, such as last call around 10:30 p.m. and stop serving at 11:00 p.m. allowing an hour before the festival would close at midnight.

Kincaid stated there is a drive access off Monroe Road and another through Parmelee Park off Dorr Street. Kincaid noted discussion on traffic flow suppling one-way traffic. Mr. Kenny stated they are willing to work with the Civic Club and Park Board, and possibly get input from the

Sheriff's Department to design a traffic flow pattern to ensure safety.

Jenkins asked for clarification on the music location and hours on the submitted layout. Mr. Kenny stated the music/band is located directly in front of the beer tent. Mr. Jenkins voiced concern of the hours for band/music but had no concerns with the proposed layout.

Frederick stated he hopes this request is very successful, however he does have an issue how it was proposed to the Park Board. Frederick voiced concern on the liability to the Township and the Park Board should there be any issues. Frederick asked who was covering the insurance for the sale of alcohol. Mr. Kenny advised there is one location fenced off for the beer tent location and that no vendors will be selling beer.

Frederick reiterated the concern for liability and inquired if the Civic Club had provided any information to the applicant. Frederick also asked Ms. Velliquette if there are any ball games scheduled for the weekend requested as the dates had changed. Ms. Velliquette stated there is an exclusive contract with Bedford Blast for use of the ball field. Mr. Kenny stated they would like to possibly schedule a softball game on the property, however if that is not possible it is no issue.

Mr. Kamprath voiced his concern on the length of timing for the reviews and approvals. Mr. Kamprath added he did not know if the submitted information was sufficient enough for the Planning Commission to provide a good recommendation to the Board of Zoning Appeals to make a decision. Mr. Kamprath listed items that he felt should be addressed:

1. Sheriff's Department for a security plan
2. Non-profit entity
3. Insurance-Civic Club, Park Board and Bedford Township listed as additional insured.
4. Liquor license-control of entry to beer tent - no vendors selling alcohol.
5. Hours of operation, closing hours for selling beer, entertainment hours
6. Detailed map of the site
7. Ingress/egress with traffic control-flagmen, traffic flow and one way in and out
8. Provide a more detailed narrative for the BZA to review

Angerer asked if anything should be included in the motion. Mr. Kamprath stated ideally there would be more information provided with this process to work with on making a recommendation.

Garverick stated he loves the idea of the festival and if a recommendation is not made tonight, Garverick felt it would not give the applicant enough time to move forward. Garverick hoped the Commission could come to a resolution and make a recommendation to the BZA to move this request on, however to keep in mind Garverick still wants to protect the community and the Township. Jenkins asked Kincaid on the time frame for the BZA. Kincaid stated the item is scheduled for the May 7, 2018 meeting. Mr. Kamprath advised there is the option for the BZA to move the request to the next meeting for the applicant to gather and provide further information.

Steffen spoke on his concern of traffic control and flow and the hours of operation.

Frederick stated the applicant will need to have an affirmative yes or no from the Park Board for use of Parmelee Park before going to the BZA. Ms. Velliquette said the initial meeting was with the Supervisor and Mr. Kenny and there was a meeting Monday and no one showed. Ms.

Velliquette stated there was no particulars provided to the Park Board before this meeting. Discussion took place on when the next Park Board Meeting would be, and Ms. Velliquette stated May 14, 2018.

Mr. Kenny requested should the Commission make a recommendation to not move forward this year, he was okay with that, but without some type of guidance from the Commission on a recommendation for approval from the BZA, Mr. Kenny stated it would be too costly to move forward and would wait until next year.

Frederick asked Mr. Kenny if he thought he would be able to get clarification on these items to move forward:

1. BZA a certificate of insurance
2. Application liquor license
3. A detailed explanation of security
4. Type of signage
5. Hours
6. Park Board Approval

Mr. Kamprath advised the Planning Commission Members the BZA can put conditions on any motion for approval. Mr. Kamprath agreed with the applicant on the amount of cost to move forward without some guidance on a determination; however, it is difficult for the Planning Commission to make a good recommendation without having detailed information provided. Mr. Kamprath asked Mr. Kenny if he thought he would have enough time to gather answers to these items of concern before the BZA meeting. Mr. Kenny stated he would get things moving and make contact with the Sheriff's Department and the Park Board, but he was unsure if he would have all the information before the May 7th BZA meeting.

Steffen said he would like to see the event move forward but just feels there needs to be more information provided. Mr. Kenny said he would work hard to gather as much of the requested information as possible and try to get all of it submitted to the Planning Department before the packets are assembled for the BZA.

Mr. Kamprath advised the Planning Commission if they were so inclined to make a recommendation tonight to provide a check list for the BZA of what is needed for the BZA to make a decision.

MOTION BY FREDERICK, SUPPORTED BY STEFFEN, TO RECOMMEND APPROVAL TO THE BOARD OF ZONING APPEALS ON A SITE LAYOUT AND A TEMPORARY USE FOR A 3-DAY SUMMER FESTIVAL, ON PARCEL NUMBERS 5802-019-138-00, OTHERWISE KNOWN AS LAMBERTVILLE CIVIC CLUB AND 5802-019-139-00, OTHERWISE KNOWN AS BEDFORD TOWNSHIP PARK (PARMELEE PARK) SUBJECT TO THE APPLICANT SUPPLYING THE FOLLOWING:

- 1. CERTIFICATE OF INSURANCE- PARK BOARD AND TOWNSHIP ADDITIONAL INSURED**
- 2. APPLICATION FOR LIQUOR LICENSE**

3. **EXPERIENCED SECURITY-REPORT ON SHERIFF'S DEPARTMENT FOR SECURITY**
4. **DETAILED MAP OF THE SITE AND NARRATIVE**
5. **TRAFFIC FLOW**
6. **SIGNAGE**
7. **DETAILED OUTLINE OF HOURS: BANDS/ENTERTAINMENT AND THE SALE OF BEER**
8. **PARK BOARD APPROVAL**
9. **MUSIC PERMIT APPLICATION FROM THE ORDINANCE DEPARTMENT**
10. **FIRE DEPARTMENT APPROVAL**
11. **NO HELICOPTER RIDES**

Frederick also stated the applicant must continue to work with Lennard, Graham and Goldsmith on requirements for the Township.

Mr. Kamprath asked the applicant if he was officially withdrawing the request for helicopter rides. Mr. Kenny stated he is officially withdrawing the request for helicopter rides.

Kincaid inquired if the applicant would have the information to provide for the packets which will be assembled on Thursday, May 3rd. Mr. Kenny stated he will gather as much required information and submit to the Planning Department by then, however if there should be any additional information he will provide it to the BZA at the meeting.

Kincaid confirmed the dates have been changed to August 10th -12th. Mr. Kenny stated yes.

Roll call as follows: Voting Aye: Frederick, Steffen, Jenkins, Fritz, Zdybek, Garverick and Angerer

Voting Nay: None.

Excused: None

Absent: None

Motion carried.

PUBLIC COMMENT –

Todd Bodine- 7547 Willow Pointe- Mr. Bodine referred to the comment of residential to a commercial zoned property and the requirements of buffering. Mr. Bodine stated that should be addressed now instead of waiting.

Kincaid noted a residentially zoned property is not required to buffer to a commercially zoned property, however once there is a submittal for the commercial property, by ordinance, at that time the proposed commercial property will have to adhere to the buffering/landscaping requirements.

INFORMATION – Kincaid advised tentatively there will be a meeting on May 9, 2018

COMMISSION / STAFF COMMENT – None

ADJOURNMENT – The meeting was duly adjourned at 8:54 p.m.

Respectfully submitted, Jodie L. Rector, Recording Secretary