

**MINUTES SILVER CREEK TOWNSHIP  
REGULAR PLANNING COMMISSION MEETING HELD FEBRUARY 13, 2020**

The Planning Commission Meeting was called to order by Chairman Terry Harris at 6:00 p.m. on Thursday, February 13, 2020. The Pledge of Allegiance to the Flag of the United States of America was recited.

MEMBERS PRESENT: Nick Barnes, Jon Tidey, Tim Feirick, Bill Zuhl, Terry Harris

MEMBERS ABSENT: Debbie Brown, Dave Grabemeyer

OTHERS PRESENT: Building/Zoning Administrator Todd Herter, Recording Secretary Lindsay Krohne, members from the public

**MOTION TO APPROVE FEBRUARY 13, 2020 AGENDA**

Bill Zuhl motioned to approve the February 13, 2020 Planning Commission Meeting Agenda. Nick Barnes seconded. Motion passed by voice vote.

**MOTION TO APPROVE JANUARY 22, 2020 MINUTES**

Nick Barnes motioned to approve the January 22, 2020 Planning Commission Public Hearing and Regular Meeting Minutes. Jon Tidey seconded. Motion passed by voice vote.

**COMMUNICATIONS**

None.

**PUBLIC COMMENT**

None.

**TOWNSHIP ATTORNEY'S REPORT**

None.

**ZBA REPORT**

None.

**BUILDING/ZONING ADMINISTRATOR'S REPORT**

None.

## NEW BUSINESS

### SITE PLAN REVIEW FOR RENTAL HALL/WEDDING VENUE

Chairman Terry Harris stated that he listed Section 155.095-155.101 on the agenda for everyone to review prior to the meeting. He added that everyone should have a set of drawings for the proposed wedding venue.

Building/Zoning Administrator Todd Herter stated that this is the first site plan review to come before the Planning Commission in a long time, but he suggests taking a look at each item one by one to make sure setbacks are met, look at ingress/egress, lighting, etc. Todd explained that he does a plan review on the building itself when he receives the plans from the architect. He stated that he reviews the health and safety aspect. He added that it is important to make sure the ingress/egress meets the ADA requirement, and reviewing the run off, green space/barriers, and parking/lighting.

Applicant Jennifer Northrop stated that she has not talked to the neighbor who is concerned about his privacy, and is waiting to see if anything changes in this meeting before speaking with him.

Chairman Terry Harris stated that they have a legal description of the property, which was included in the application. He referred to Section 155.098: General description of the property and any buildings that are going to be placed on it.

Terry reviewed #4 of Section 155.098:

4) Copies of site plan to be submitted to Planning Commission

E: Dimensions of setbacks, locations, heights, and size of buildings and structures

F: Street rights-of-way, indicating proposed access routes, internal circulations, and relationship to existing rights-of-way. All driveways or access points within 100 feet of the property lines of the subject property shall also be shown

G: Proposed grading (Runoff)

H: Natural characteristics including, but not limited to, open space, stands of trees, brooks, ponds, floodplains, hills, and similar natural assets both on the subject property and within 100 feet of the property lines.

Terry asked for clarification on whether there is a pond on the rear of the property, and Jennifer answered that it is on the neighbor's property and does not sit in a flood plain.

Joe Moore stated that it is a small pond, basically an oversized mud puddle, which was maybe put there to have ducks. He added that up until this year, it had no water in it and was overgrown with briars.

I: Location and types of drainage, sanitary sewers, storm sewers, and other utilities

Jennifer stated there would be on-site sewer septic system.

J: Location and type of fences, landscaping, buffer strips, and screening

K: Location and type of signs and on-site lighting

L: Proposed parking areas and drives. Parking areas shall be designated by lines showing individual spaces and shall conform with the provisions of Sections 155.117 and 155.118

M: Easements, if any

N: Dimensions and number of proposed lots

Terry referred to C-1 on the drawings, stating it is a general description of the property off of M-152. Terry explained that it is a very deep lot. He referred to C-2 showing the lot with the proposed building, stating that it looks like it is a good setback, and the building sits on the front half of the property on the north side. Terry referred to C-3, and stated it is something they discussed previously. Terry explained that there is an access drive going in and a temporary parking and exit in front of the main building.

Bill Zuhl asked if the proposed driveway is a setback infringement to the neighbor's property, adding that he realizes it almost has to go there due to the crest of the hill.

Todd stated that the DOT is going to tell you where the driveway has to be. Bill Zuhl asked if there will be some type of screen on the driveway to address the neighbor's concern.

Todd stated that to keep the clear vision, they should stay back the minimum of the setback requirement for screening, which is 50' in the front.

Todd stated that the road right-of-way on that highway he believes is the same as the county, which is 66' from the center line of the road.

Bill Zuhl stated that they need to make sure the sign is not in the road right-of-way, and that 32 square feet is allowed in AR. Todd answered that it is allowed, and the setback for the sign is 50' in the front yard.

Terry asked to address the parking concerns. Todd referred to the ingress going to 12' at the island area, and asked them to consider widening it to 16'. Jennifer Northrop stated that she would not be opposed to doing that.

Bill Zuhl stated his concern would be traffic trying to go both ways if the drive was too wide. Todd explained that 16' is the width of the center line of the road to the white line, only 4' wider than the proposed width.

Discussion on the parking surface took place. Jennifer explained that they are planning on the parking surface being gravel. Terry explained the concern of parking becoming uncontrolled and random without having defined parking spots. He added that they even considered requiring

concrete bumpers to designate a parking spot. Jennifer replied that she spoke with Todd about this concern, and considered having a parking attendant when there are over 150 expected guests.

Todd asked Jennifer if they are still planning on having hard surfacing for handicap parking. Jennifer answered that she isn't sure if it is a requirement, but that they could do it.

Further discussion on surfacing for handicap parking took place. Todd explained his concern of the Americans with Disabilities Act (ADA) and its requirement for a hard surface for parking. He added that concrete or asphalt sidewalks have to be ramped and have the little bumps in them.

Terry asked if there is hard surfacing going up to the building, and Jennifer answered no. Terry also questioned if there are enough designated handicap spaces. Bill answered that he is leaning on a licensed architect to determine that, and Todd added that he will be going through all that in his plan review.

Terry referred to the retention pond and asked if the drainage would come from the property itself or the eaves of the building, and Jennifer answered from the property itself per the engineer. Todd stated that the elevation is 765', and the surrounding area is 770', a 5' depression.

Terry asked if there is anything on the plans that is not going to be developed right away, and Jennifer answered that everything shown is part of the initial build.

Todd explained to the Planning Commission members that if the site plan is approved, and she wants to add or delete anything, she has to come before the Planning Commission.

Jennifer stated that she would like to delete some of the outdoor lights.

Bill referred to the lighting plan, and stated that he can see the two lights up by the driveway being a problem for the neighbor, and asked if they could eliminate those. Jon Tidey replied that you can shroud them. Terry added that he doesn't know if they would want to eliminate any entrance lighting, and Todd agreed.

Jennifer stated that there are scattered shrubs and trees along the driveway line, and a concrete entry apron.

Terry questioned if there was a security system plan, and Jennifer answered that it is undecided.

Terry asked where the storage for tables and chairs would be. Jennifer answered that it would be in the southeast part of the building. Terry asked if 9x14 would be large enough. Jennifer answered yes, explaining there wouldn't be a lot of layouts available so the tables and chairs would be left out instead of being put away after each event. She explained they would offer layouts with rectangular tables, or rectangular tables doubled up as a square.

Terry asked if food service would be off-site and Jennifer answered yes.

Bill asked if the building has to have sprinklers and Todd answered yes. Todd explained that it requires a well, and a backup generator so that in case of the power being cut in a fire, the backup generator would kick in and supply power to the well, which feeds the sprinklers.

Bill questioned Jennifer on her previous comment about deleting some light fixtures. Jennifer answered that the architect stated they may not need all of them. She added that they did not decide if any of them could come out.

Todd explained that if you eliminate any of those lights, the requirement should still be there to have the light base and the conduit there, with the base. He explained that parking lot lights sit on a concrete base, which goes down into the ground about 8-12', so if it turns out there is a need for extra light, the base is already there.

Terry stated that it doesn't look like there are too many lights there. He stated that there are only four coming in on the entrance, three in the center of the parking lot, and two on either side of the parking lot. He added that they are pointing downward and are LED fixtures.

Todd questioned the height of the light fixtures, and Jennifer replied that she isn't positive, but knows that 20' is the maximum.

Todd stated that if you choose to approve it tonight, you can approve it based on getting the DOT driveway permit.

Jon Tidey asked if there is any reason not to have the building sit back further from the road. Jennifer answered that she chose that placement in case she ever wanted to expand.

Terry referred to Section 155.101, Upon approval of the preliminary or final site plan, the Chairperson or Secretary should sign and date three copies: one signed copy is a part of the Planning Commission files, one is forwarded to Building Inspector for the issuance of a building permit, and one copy is to be returned to the applicant.

Terry asked Jennifer if she knew there is a one-year time limit on the approval, after which she would have to return to the Planning Commission. He added that there is a 6-month extension that can be requested if it is not finished.

Terry recommended a motion to approve the proposed rental hall wedding venue site plan and drawings, with an adjustment on the width of the ingress drive from 12' to 16', solid surface for handicap parking spots, a concrete sidewalk, and screening along the driveway.

Terry asked if the two sidewalk areas at the entrance of the main building are solid surfaces, and Jennifer answered yes.

Bill asked about the screening along the driveway, and Jennifer answered that she wants it to be screened with vegetation, but isn't sure of the limitations. Todd answered that it can't be any higher than three feet.

Bill commented that maybe plantings would be better.

Todd stated that we can say this is Ag-Residential, but according to information he recently read, wedding barns are not considered an Ag Use, but actually Commercial Use.

Todd referred to Section 155.083. Discussion was held and the wedding barn venue would fall under number seven, private clubs.

Jennifer asked what they want her to put in as screening. Terry stated that it has to be kept low at the entrance. Todd stated that they could berm it. Terry stated that it would be a good use of extra dirt, and also commented that there isn't a lot of room for a berm at the entrance. Discussion.

### **MOTION TO APPROVE SITE PLAN**

Nick Barnes motioned to accept the drawings with the considerations of increasing the one-way ingress from 12' to 16', making all handicapped spots on a solid surface, and utilizing screening after the second light post coming into the property. Bill Zuhl seconded. Motion passed by voice vote.

### **ADJOURNMENT**

The Planning Commission meeting was adjourned at 7:05 p.m. by Chairman Terry Harris.

Respectfully submitted,

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Lindsay Krohne  
Recording Secretary

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Debbie Brown, Secretary

To be approved at the February 26, 2020 Planning Commission Meeting