Hopkins Township Planning Commission

Minutes Special Meeting 6/24/2014

Planning Commission Members: Chair Lori Castello; Mark Forbes; Tadd Heft; Mike Timmer; Chuck Wamhoff; Fred Morley

Members Present: Lori Castello; Chuck Wamhoff; Fred Morley

Meeting Called to Order at: 7:15 PM Meeting Adjourned at: 8:00 PM

# Location: Hopkins Township Hall

+ Commission attendance noted above.

**Agenda**

**Public Hearing to Amend Ami Walker Special Use Permit-See Public Notice**

Public Hearing: The public hearing could not be official because a quorum of the Planning Commission was not present. Instead of an official hearing, comments on the amendment to the Special Use Permit (SUP) and other comments were heard from the public and the petitioners.

Comments and questions on the tent: The focus of the amendment to the SUP was on the use of a tent to supplement the existing structure.

* Location: Although somewhat speculative because the location was not nailed down yet, the general location would be in the area north of the gravel parking lot and west of the pole barn. The tent must meet building set-back distances.
* Size/Capacity: The largest tent would be 40 feet by 100 feet. The tent is to complement the capacity of the barn. The maximum number of guests for the barn and the tent combined would be 250.
* Duration of Use: The tent could be set-up on Wednesday or Thursday for a Friday or Saturday event. The tent would be rented from an off-site source and would be taken down immediately at the end of the event.

Hours of Operation:

* Events would be held Friday and/or Saturday. Events would begin no earlier than 9:00 AM and end by 11:30 PM. All people, outdoor equipment including the tent will be gone by 11:30 PM. Outdoor activities will be completed by 11:30 PM. Outdoor lighting will be off by 11:30 PM. Music will end in the barn by 11:00 PM and in the tent by 10:00 PM. Set-up could take place Wednesday and Thursday with no set-up activity later than 9:00 PM.

Alcohol:

* There will be no on-site liquor license. If alcoholic beverages are to be served, they will be furnished by a contracted bar service. No alcoholic beverages will be allowed on the premises unless furnished by the contracted bar service. Drinks will be served in a single cup. No bottles or cans will be allowed. The contract with the bar service will authorize them to cut off patrons if they appear intoxicated. No drinks will be permitted outside the barn or the tent.

Food:

* Any food will be catered in. Food will be allowed in the barn and the tent. No food will be permitted at any outdoor part of the venue.

Security:

* There will be five staff at each event. One of their primary responsibilities will be the security of the event, being vigilant for problems so things do not get out of hand. They will direct traffic to parking. Precautions need to be taken so that the lane to the back of the property is not misused. Traffic cones could be used to deter misuse of this lane, if a gate is not practical. The contract with the leasing party will be enforced.

Emergency Contact:

* There needs to be a person for people to contact for questions about what is transpiring at an event.

Lighting:

* Lighting was addressed when the Site Plan was reviewed at the November 19, 2013 meeting.

Liability Insurance:

* The contract with the leasing party will require this insurance.

Further discussion was tabled until the July 22, 2014 meeting.

The meeting adjourned at 8:00 PM

Submitted by:

Fred Morley, Secretary

Hopkins Township Planning Commission Minutes approved: 7/22/2014