Hopkins Township Planning Commission

Minutes Special Meeting 8/26/2014

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

Members Present: Lori Castello; Mark Forbes; Tadd Heft; Mike Timmer; Chuck Wamhoff; Steve Wamhoff; Fred Morley

Meeting Called to Order at: 7:00 PM Meeting Adjourned at: 9:04 PM

# Location: Hopkins Township Hall

+ Commission attendance noted above.

+ Zoning Administrator Kirk Scharphorn in attendance

The pledge of allegiance was recited.

The Agenda was amended by removing the “OLD Business” item.

**NEW Business:**

**Site Plan Review for Stoddards:** This item was presented by our Zoning Administrator. A new 100’ by 100’ building is being placed on the property. The brief discussion included that no wetlands are involved and this building will not be used by the public. The site plan meets the necessary criteria.

**MOTION:** A motion was made and supported to approve this site plan. This motion was approved.

**Public Hearing:**

This hearing was to consider amendments to a Special Use Permit (SUP) for the Centennial Barn. Much discussion followed the presentation of the following document:

Special Use Permit Request – Addendum

8/06/2014

To: Hopkins Township Board

Fr: Todd Green, Ami Walker

 dba “The Centennial Barn”

 Hopkins, MI 49328

This document, referred to in these minutes as “Centennial Barn SUP-Addendum”, is incorporated into these minutes by reference. This document was extensively reviewed. The following are changes, additions and comments and shall be made part of the Centennial Barn SUP-Addendum.

General

* All new building and renovation projects shall meet zoning requirements and have building permits as needed prior to beginning construction.
* Occupancy permits shall be obtained prior to occupancy as needed.
* The use of temporary toilets anywhere on the Centennial Barn campus shall meet the requirements of the Allegan County Health Department.
* There shall be no live bands outside.
* Levels of sound from music or other sources shall not be excessive.

Parking and Vehicle Access

* Parking shall be marked with flags or other means.
* Staff shall direct vehicles to parking.
* Each vehicle that enters the campus shall be checked and the driver talked to.
* Entry to the campus shall be through the main drive and only the main drive.
* All parking areas shall have handicap parking accommodations, signed and/or directed by staff to reserved handicap spaces.
* Utility and equipment trailers shall be allowed to park in the “Parking Lot” for the duration of their contracted event.
* No recreational vehicles shall be allowed on the campus except those used by staff to conduct business of the Centennial Barn.
* No heavy farm equipment shall be parked or moved within the venue area during an event.
* Show walking paths on site plan.
* *There shall be no camping on the campus.*

Outdoor Ceremony Site

* The drive to the outdoor ceremony site shall be wide enough for emergency vehicle access when vehicles are parked along the shoulder of the drive.
* A fence or other means shall be installed to guard against people contacting the electric fence along the drive to the ceremony site, and any other electric fence on the campus. This shall be accomplished before the 2015 rental season begins.
* The ceremony site shall be used during day-light hours only.

Pole Barn Use

* The “Small Animal Pen” shall not be a petting zoo.
* *The pole barn shall meet building code and have an occupancy permit before any use in an event.*

Farm House Use

* The use of the Farm House shall be restricted to the wedding party in preparing for the ceremony.
* There shall be no lodging in the farm house in connection with the business aspect of the Centennial Barn. There may be occasions where out of town family members of the operator or owner will use the farm house for lodging.
* The Farm House shall not be rented for lodging.

Barn Use

* Item H, “Caterer Area” needs to be added to the Site Plan Key list on Exhibit C

Tent Use

* Use of temporary toilets to accommodate additional guests shall be in accordance with the Allegan County Health Department regulations.
* Three 12’ by 12’ tents will be used instead of the specified 20’ by 30’ tent.
* Only one of the three tent options shall be used at an event.

Alcohol Service

* The site shall be licensed by the Michigan Liquor Control Commission as necessary, or the operator shall furnish a letter from the Liquor Control Commission stating that a license for the site is not required, and that the licensed bartending agency’s license is sufficient to meet licensure requirements.

Garbage Disposal

Guest Transportation

* *During an event, ATVs and golf carts shall be used for moving people and materials around the campus.*

Event Insurance and Responsibility

* Hopkins Township must be named as an additional insured party in the operator’s and owner’s insurance certificate.

Operational Hours and Calendar

Day Hours

Sunday through Thursday .....………………………….. Until 10 PM

Friday and Saturday …………………………………… 8 AM to 1130 PM

 Wednesday and Thursday Setup for Friday or Saturday

 *Events Monday through Thursday shall use the barn only.*

 *Preparation for an event shall be on the same day as the event.*

Maximum number of guests using the barn only ------------------------------- 99

Maximum number of guests using the barn and a tent option ---------------- 250

A document “The Centennial Barn, Sound/Noise Survey (Tested from July 2 – August 23, 2104)” was presented and is made part of these minutes.

 The minutes of the August 29, 2014 were briefly discussed.

**MOTION:** A motion was made and supported to approve the minutes of the August 29, 2014 meeting. This motion was approved.

 Next meeting will be September 29, 2014.

**MOTION:** At 9:04 PM a motion was made and supported to adjourn. This motion was approved.

Submitted by:

Fred Morley, Secretary

Hopkins Township Planning Commission Minutes approved