

SUMMERFIELD TOWNSHIP

SPECIAL MEETING

WEDNESDAY FEBRUARY 7, 2024

1300 Hours (1PM)

1. PLEDGE:

2. ROLL CALL:

DAN WILHELM - HERE

MIKE ROMATZ - HERE

GLENN ALEXANDER - HERE

SHERI LEVY - ABSENT

JACLYN HALL - ABSENT

3. PUBLIC COMMENTS: —

4. SUMMERFIELD TOWNSHIP ZONING AND PERMIT FEES UPDATED PRICING. MOTION:

2ND: GLEN MOTION

MIKE SECOND

5. ADJOURN MEETING MOTION:

2ND:

1310 ADJOURNED

Roll Call VOTE - GLEN - YAY - YEA
MIKE - YAY - YEA
DAN - YAY - YEA
Sheri - ABSENT
Jackie - ABSENT

MEETING OPEN @ 1300-
ON WED FEB 7, 2024

SUMMERFIELD TOWNSHIP ZONING AND PERMIT FEES

APPLICATION FEES SHALL BE COLLECTED FOR EACH APPLICATION UNDER THE ZONING ORDINANCE IN THE FOLLOWING AMOUNTS.

NOTE: APPLICATION FEES SHALL BE NON-REFUNDABLE

Change of Use Permit:	\$100.00
Fence Permit:	\$50.00
Manufactured/Mobile Home Permit:	\$500.00*
Ponds Under 1 acre	\$50.00
Rezoning or amendment of Zoning Ordinance or Zoning Map:	\$100.00
Sign Permit:	\$50.00
Site Plan Review	\$1500.00
Special Meetings	
Township Board	\$300.00
Planning Committee	\$300.00
Unlisted Permits:	\$100.00
Wireless Telecommunications Equipment Permit:	\$1000.00
Variance, Interpretation, or appeal to the Zoning Board of Appeals:	\$50.00
Zoning Permit:	\$50.00

*Manufactured/Mobile Home Permit – Refund \$450 after completion of electrical plumbing, and occupancy permit. This must be completed in 6 months, there is a 1-time extension if more time is needed to complete

Escrow Fees – In addition to the above application fees, for each requested rezoning, zoning amendment, special use permit, or PUD, the applicant shall pay the Township an escrow fee of \$2,500.00, or such other escrow amount as may be determined reasonable by the Township Board, to cover Township's estimated expenses for engineering, planning, legal and other expert services, special meetings, traffic studies, environmental studies, publications, and similar expenses related to the application and the enforcement of the requested permit or approval. If the Township's actual expenses are less than the escrow fee, the application shall receive a refund without interest or the unexpended balance of the escrow fee upon the completion of the matter. If at any time during the zoning review process, the remaining balance of funds paid into escrow appears to be insufficient to defray the Township's remaining anticipated costs, the Township shall so notify the applicant, and the applicant shall promptly make a required additional payment. If the subsequent billings become overdue, the Township shall suspend further processing of the application, including consideration for any board, commission, or administrative actions or approvals, until the overdue amount is paid in full. For good cause, the Township Board may waive or reduce any application fee or escrow fee.

SECTION 7.14 WIRELESS COMMUNICATION FACILITIES

- a. **INTENT AND PURPOSE.** The intent and purpose of these regulations is to accommodate the communications needs of people while protecting the public health, safety and general welfare of the community. These regulations will,
- 1) Facilitate the provision of wireless telecommunication services to the residents and businesses of the Township,
 - 2) Minimize adverse visual effects of towers through design and siting standards,
 - 3) Avoid potential damage to adjacent property from tower failure through structural standards and setback requirements, and
 - 4) Maximize the use of existing approved towers and buildings to accommodate new wireless telecommunication facilities in order to reduce the number of towers necessary to serve the community.
- b. **DISTRICT REGULATIONS.** A wireless communication facility shall require a building permit in all instances and may be permitted as follows:
- 1) All districts: A Wireless Service Facility may locate on any existing guyed tower, lattice tower, monopole, electric utility transmission tower, fire tower or water tower, provided that the installation of the new facility does not increase the height of the existing structure except as provided in the Height Regulations in this Ordinance. Such installations shall be permitted by right in all zoning districts and be permitted through Township staff review.
 - 2) Towers are only allowed if they are:
 - a) Towers supporting amateur radio antennas and conforming to all applicable provisions of this Ordinance shall be allowed in the rear yard of parcels.
 - b) Towers supporting commercial antennas and conforming to all applicable provisions of this Ordinance shall be allowed only in the following locations by right and shall be permitted through the site plan review procedures outlined in this Ordinance:
 - (1) Religious sites, when camouflaged as steeples or bell towers;
 - (2) Park sites, when compatible with the nature of the park; and,
 - (3) Government, school, utility and institutional sites, according to the Statement of Priority of users and minimum requirements for use of Township owned properties.
 - c) Wireless telecommunication antennas on roofs, walls and existing towers may be approved by the Township staff provided the antennas meet the requirements of this ordinance after submittal of a final site plan and a report prepared by a licensed professional engineer indicating the existing structure or tower's suitability to accept the antenna and the proposed method for affixing the antenna to the structure. Complete details of all fixtures and couplings and the precise point of attachment shall be indicated.



3) Newly constructed towers are allowed by Special Use Permit under the following situations:

a) The Township Board finds that the telecommunications equipment planned for the proposed tower cannot be accommodated on an existing or approved tower or building within a one and one half (1.5) mile radius of the proposed tower location due to one or more of the following reasons:

(1) The planned equipment would exceed the structural capacity of the existing or approved tower or building, as documented by a qualified and licensed engineer, and the existing or approved tower cannot be reinforced, modified, or replaced to accommodate planned or equivalent equipment at a reasonable cost.

(2) The planned equipment would cause interference materially impacting the usability of other existing or planned equipment at the tower or building as documented by a qualified and licensed professional engineer and the interference cannot be prevented at a reasonable cost.

(3) Existing or approved towers and buildings within the search radius cannot accommodate the planned equipment at a height necessary to function reasonable as documented by a qualified and licensed professional engineer.

(4) Other unforeseen reasons make it infeasible to locate the planned telecommunications equipment upon an existing or approved tower or building.

c. **COLOCATION.** Licensed carriers shall share wireless service facilities and sites where feasible and appropriate, thereby reducing the number of wireless service facilities that are stand-alone facilities. All applicants for a Special Use Permit for a wireless service facility shall demonstrate a good faith effort to collocate with other carriers. Such good faith effort includes:

1) A survey of all existing structures that may be feasible sites for collocating wireless service facilities,

2) Contact with all the other licensed carriers for commercial mobile radio services operating in the Township and,

3) Sharing information necessary to determine if collocation is feasible under the design configuration most accommodating to collocation.

In the event that collocation is found to be infeasible, a written statement of the reasons for the lack of feasibility shall be submitted to the Township. The Township may retain a technical expert in the field of RF engineering to verify if collocation at the site is not feasible or is feasible given the design configuration most accommodating to collocation. The cost for such a technical expert will be at the expense of the applicant. The Township may deny a Special Use Permit to an applicant that has not demonstrated a good faith effort to provide for collocation.

d. **TOWER SETBACKS.** Towers shall conform with each of the following minimum setbacks requirements:

1) A tower's location in relation to a public street varied, at the discretion of the Township Planning Commission to allow the integration of a tower into an existing or proposed



structure such as a church steeple, light standards, power line support device, or similar structure.

- 2) Towers and associated structures, including fencing, may not be constructed within five hundred (500) feet of a dwelling unit, except where they are being collocated on existing towers or structures.
- e. **TOWER LIGHTING.** Towers shall not be illuminated by artificial means and shall not display strobe lights unless such lighting is specifically required by the Federal Aviation Administration or other federal or state authority for a particular tower. When incorporated into the approved design of the tower, light fixtures used to illuminate ball fields, parking lots or similar areas may be attached to the tower.
- f. **SIGNS AND ADVERTISING.** The use of any portion of a tower for signs or other forms of advertising other than warning or equipment information signs is prohibited.
- g. **ABANDONED OR UNUSED TOWERS OR PORTIONS OF TOWERS.** Abandoned or unused towers or portions of towers shall be removed as follows:
 - 1) All abandoned or unused towers and associated facilities shall be removed within twelve (12) months of the cessation of operations at the site unless a time extension is approved by the Zoning Administrator. A copy of the relevant portions of a signed lease which requires the applicant to remove the tower and associated facilities upon cessation of operations at the site shall be submitted at the time of application. In the event that a tower and associated facilities is not removed within twelve (12) months of the cessation of operations at a site, the tower and associated facilities may be removed by the Township and the costs of removal assessed against the property.
 - 2) Unused portions of towers above a manufactured connection shall be removed within six (6) months of the time of antenna relocation. The replacement of portions of a tower previously removed requires the issuance of a new special use permit.
- h. **INTERFERENCE WITH PUBLIC SAFETY TELECOMMUNICATIONS.** No new or existing telecommunications service shall interfere with public safety telecommunications. All applications for new service shall be accompanied by an intermodulation study which provides a technical evaluation of existing and proposed transmission and indicates all potential interference problems. Before the introduction of new service or changes in existing service, telecommunication providers shall notify the at least ten (10) calendar days in advance of such changes and allow the Township to monitor interference levels during the testing process.
- i. **MODIFICATIONS.** A modification of a wireless service facility may be considered equivalent to an application for a new wireless service facility and will require a Special Use Permit when the following events apply:
 - 1) The applicant and/or coapplicant wants to alter the terms of the Special Use Permit by changing the wireless service facility in one or more of the following ways:
 - a) Change in the number of facilities permitted on the site;
 - b) Change in the technology used for the wireless service facility.



- 2) The applicant and/or coapplicant wants to add any equipment or additional height not specified in the original design filing.



2. HOW TO SUBMIT A SITE PLAN FOR REVIEW

Site plans for uses permitted in a specific district are eligible for review by the Planning Commission, provided they are complete and prepared according to the Township's regulations. If the use desired is not permitted in the location chosen, please refer to the directions for requesting a rezoning.

Materials to submit

1. The Township will supply you with a [site plan review form](#).
2. Following is a list of items each site plan must include - if they are applicable to your project. This list is called the Site Plan Review Checklist. It is helpful to provide this to your engineer or architect. The Planning Commission uses this checklist to review the plan so it is wise to follow this list.
3. All site plans must be prepared and sealed by a licensed engineer, architect, landscape architect or surveyor.
4. Ten (10) copies of each plan must be submitted, including ten (10) copies of elevation perspectives of any buildings to be constructed.

Time line for review

1. All plans must be delivered to the Township office by TIME, three (3) weeks prior to the date of the Planning Commission meeting, Planning Commission meetings are held DAY AND TIME.
2. The Township's planning consultant will contact you to discuss your site plan and suggest revisions prior to the meeting. Should you wish to remain on the agenda for that month's meeting, revised plans must be submitted by TIME two (2) weeks prior to the meeting. Plans that require a longer time to revise will be considered at the next month's meeting.
3. Incomplete site plans will not be reviewed by the Planning Commission. It is our intent to provide you with an efficient review and approval of your plan. This can only be done if the plan is complete and prepared according to the Township's ordinances and rules.

Fees

1. The Township charges a fee of \$AMOUNT for each site plan reviewed.
2. If a drainage review or other professional opinion is necessary to review and/or approve your site plan, an estimate of fees will be provided to you prior to any reviews being conducted.

How the process works

1. The Planning Commission will receive a copy of your site plan prior to the Planning Commission meeting.
2. At the meeting you or your representative will be given an opportunity to present your plan, including any recommendations or conditions for approval.
3. The Planning Commission will discuss the plan and vote to approve, approve with conditions, deny or table the plan to a specified date, which is generally the next meeting.
4. If your plan is tabled for incomplete information, you will have one (1) month to produce the necessary information and be reheard at the next Planning Commission meeting. After one (1) month, your site plan will be removed from the active business of the Planning Commission for incomplete information. A new site plan and fee may be submitted at any time after that.



A. APPLICATION FOR SITE PLAN REVIEW*(Must Be Submitted At Least Three (3) Weeks Prior To Meeting)**Completed Application must include all fees, 10 full size copies and 1 reduced copy.*

Applicant: _____ Date: _____

Address: _____

Telephone: () _____ Fax: () _____

Applicants Signature: _____

Owner (If different than applicant): _____

Address: _____ Telephone () _____ Fax () _____

Owner's Signature _____

Subject Property Address: _____

Legal Description (Provide the legal description of the property affected - if additional space is needed please attach on a separate sheet to this application):

Current Use(s): _____

Proposed Use(s): _____

All uses:	Number of Employees Maximum per Shift	
	Estimated Daily Traffic Generation	
	Expected Hours of Operation	
	Number of Parking Spaces	
Residential Uses	Type of Dwelling Units	
	Total Number of Units	
	Estimated Population	

For Office Use Only	Date Filed	
	Amount Paid	
	Case #	
	Hearing Date:	
	Current Zoning:	
	Parcel Id. No:	
	Checklist Submitted:	



B. SITE PLAN REVIEW CHECKLIST

A detailed site plan must be prepared according to the guidelines in the Township Zoning Ordinance and include each item listed on the checklist where applicable. Site Plans will not be scheduled for a Planning Commission meeting until they are complete. All applicants are encouraged to contact the Township to schedule a preapplication meeting with staff to review the site plan prior to submitting it to the Planning Commission for review. Completed site plans must be submitted by TIME AND DAY three weeks prior to the next scheduled Planning Commission meeting.

General Information

- ☐ Name and Address of the owner and project printed on plans
- ☐ Date (Revision dates)
- ☐ North Arrow
- ☐ Location map, (show at least 600' around perimeter of site)
- ☐ Scale (Minimum 1"=20', Maximum 1"=60')
- ☐ Zoning (Subject parcel and adjoining parcels)
- ☐ Lot dimensions
- ☐ Building dimensions
- ☐ Square footage of buildings
- ☐ Buildings Uses - Indicate layout if there is more than one building
- ☐ Building elevation drawings including all four sides of buildings

Transportation

- ☐ Public roadways - Include curb, lanes, shoulder, width, through lanes, etc.
- ☐ Access Drives (width, traffic directions, curb, signs, etc.)
Barrier free parking (size and number of spaces)
- ☐ Loading Docks
- ☐ Road right-of-way (Existing and proposed)
- ☐ Curbing
- ☐ Curb cut dimensions
- ☐ Return radii of driveways
- ☐ Adjacent and across the street curb cuts (Location and size)
- ☐ Provisions for joint access and parking



Surrounding Land Use

- ☐ Phases of development and phase boundaries
- ☐ Neighboring structures on all adjacent lots and distance from joint property lines
- ☐ Neighboring land uses/proposed uses
- ☐ Wetlands (Calculations of all areas proposed and existing)
- ☐ Floodplains
- ☐ Location relative to the Noise Easement overlay district

Site Detail

- ☐ Utility, drains, water bodies or public easement of any kind
- ☐ Setback dimensions of front, side and rear yards for all buildings
- ☐ Parking lot layout (driveway widths, setbacks, green areas, lines, arrows, etc.)
- ☐ Number of parking spaces
- ☐ Parking space dimensions
- ☐ Circulation drive dimensions
- ☐ Sign locations
- ☐ Buffer yards - type and proposed detail of landscaping
- ☐ Fences (Size and location)
- ☐ Accessory structures
- ☐ Dumpster location and screening
- ☐ Bumper blocks or other vehicular restrictions
- ☐ Sidewalks (Size, type location)
- ☐ Existing trees (Type and size)
- ☐ Proposed water mains
- ☐ Proposed sanitary sewer
- ☐ Fire hydrants (Existing and proposed)
- ☐ Topography at 5 ft. intervals



Additional information for a Final Site Plan

- ☐ Landscaping
- ☐ Ground elevations, first floor finished elevations
- ☐ Easements
- ☐ Copy of Survey to verify property lines and existing structures
- ☐ Drainage ditches
- ☐ Storm Sewers
- ☐ Drainage
- ☐ Lot split/Combination from register of deeds
- ☐ Façade materials and Appearance Standards

Additional requirements for condominium projects

- ☐ Limited/ General Commons, etc.
- ☐ Density per Acre
- ☐ Units (Size and location)
- ☐ Master Deed

Signature of Applicant: _____

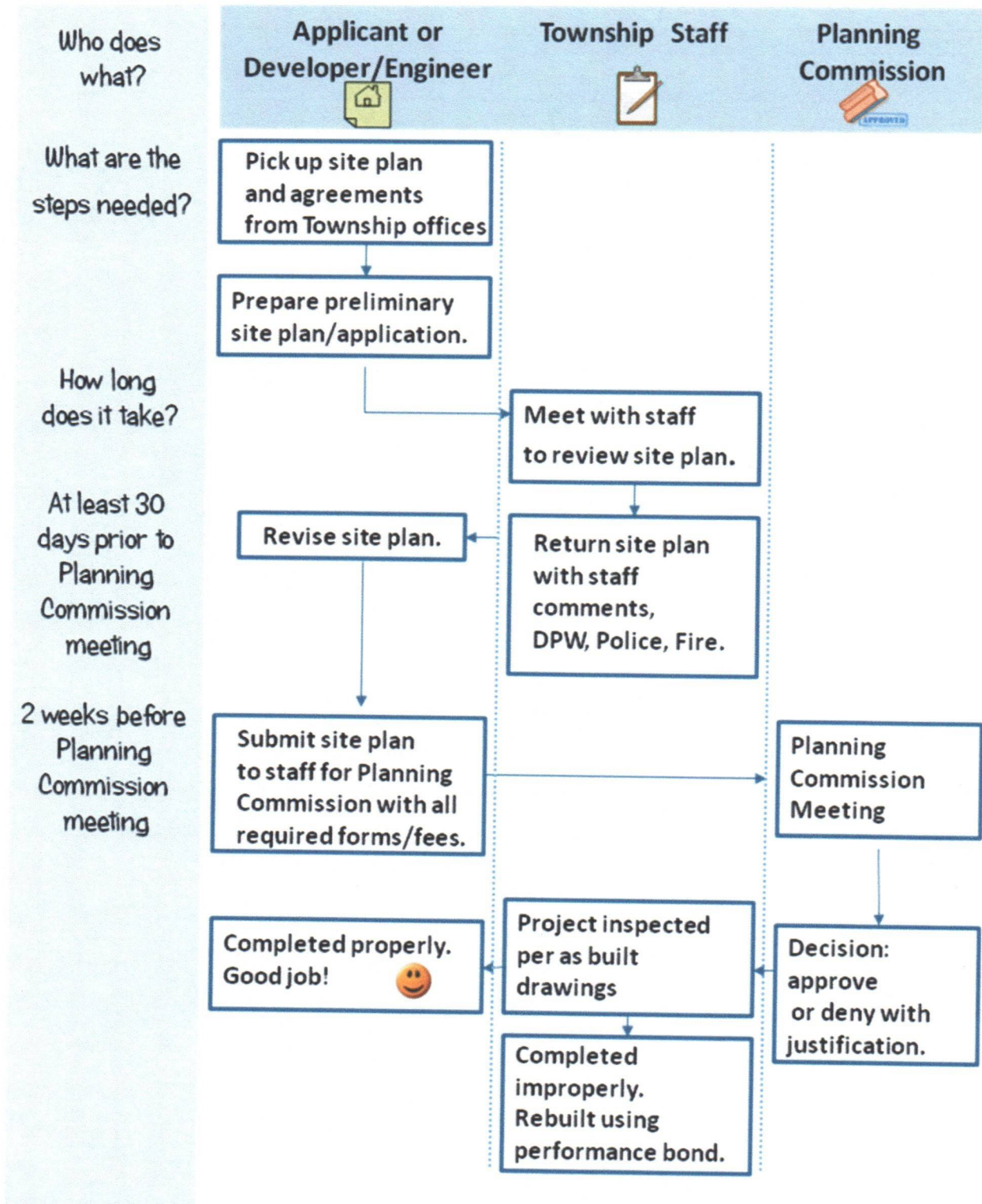
Conditions of Approval: _____

Approval Date: _____



C. SITE PLAN REVIEW FLOW CHART

Site Plan Review Flow Chart



3. HOW TO SUBMIT A SPECIAL USE PERMIT REQUEST

A Special Use Permit is required for all uses listed as allowed by Special Use Permit in each zoning district. A permit may only be applied for to establish a use that is allowed by special use permit in a specified district. A Special Use permit is discretionary in nature. A Special Use must first meet the guidelines established for that use in the Zoning Ordinance. Additional requirements may be imposed by the Planning Commission during the review of the permit, depending on the specific circumstances surrounding the proposal. A special use permit requires a public hearing.

Material to submit

- The Township will supply you with a [special use permit](#) and [site plan review form](#). Please fill each form out completely.
- The following is a list of items each site plan must include - if they are applicable to your project. This list is called the [Site Plan Review Checklist](#). It is helpful to provide this to your engineer or architect. The Planning Commission uses this checklist to review the plan so it is wise to follow this list.
- All site plans must be prepared and sealed by a licensed engineer, architect, landscape architect or surveyor.
- Ten (10) copies of each plan must be submitted, including ten (10) copies of elevation perspectives of any buildings to be constructed.

Time line for review

- A special use permit requires a public hearing. The notification for this hearing must be printed in the paper and sent to all property owners within 300' of the subject property. Application for a special use permit must be submitted four (4) weeks prior to the Planning Commission meeting. Planning Commission meetings are held on DAY AND TIME.
- All site plans must be delivered to the Township office by TIME, 30 days prior to the date of the Planning Commission meeting. The Township's planning consultant will contact you to discuss your site plan and suggest revisions prior to the meeting. Should you wish to remain on the agenda for that month's meeting, revised plans must be submitted by TIME two (2) weeks prior to the meeting. Plans that require a longer period of time to revise will be considered at the next month's meeting.
- Incomplete site plans will not be reviewed by the Planning Commission. It is our intent to provide you with an efficient review and approval of your plan. This can only be done if the plan is complete and prepared according to the Township's ordinances and rules.

Fees

- The Township charges a fee of \$AMOUNT for each special use permit. This includes the plan review fee, but no other professional fees for reviews requested by the Township or required by law. This fee pays for the cost of publishing the notice of public hearing and the professional review of your plan.
- If a drainage review or other professional opinion is necessary to review and/or approve your site plan, an estimate of fees will be provided to you prior to any reviews being conducted.



How the process works

- The Planning Commission will receive a copy of your special use permit and site plan prior to the Planning Commission meeting.
- At the meeting you or your representative will be given an opportunity to present your plan. The Planning Consultant will comment on the plan, including any recommendations or conditions for approval.
- The Planning Commission will discuss the special use permit first to determine if the use is appropriate in the district. If the use is appropriate, the site plan will be considered. Approval of the special use permit is contingent upon approval of the site plan. The Planning Commission will then vote to approve, approve with conditions, deny or table the plan to a specified date, which is generally the next meeting.
- If your plan is tabled for incomplete information, you will have one (1) month to produce the necessary information and be reheard at the next Planning Commission meeting. After one (1) month, your site plan will be removed from the active business of the Planning commission for incomplete information. A new special use permit application, site plan and fee may be submitted at any time after that.

A. APPLICATION FOR SPECIAL USE PERMIT*(Must Be Submitted At Least thirty (30) Days Prior To Meeting)*

Completed Application must include all fees, a site plan application along with 10 full size copies and 1 reduced copy of site plan.

\$AMOUNT Fee

Applicant: _____ Date: _____

Address: _____

Telephone: () _____ Fax: () _____

Applicants Signature: _____

Owner (If different than applicant): _____

Address: _____ Telephone () _____ Fax () _____

Owner's Signature _____

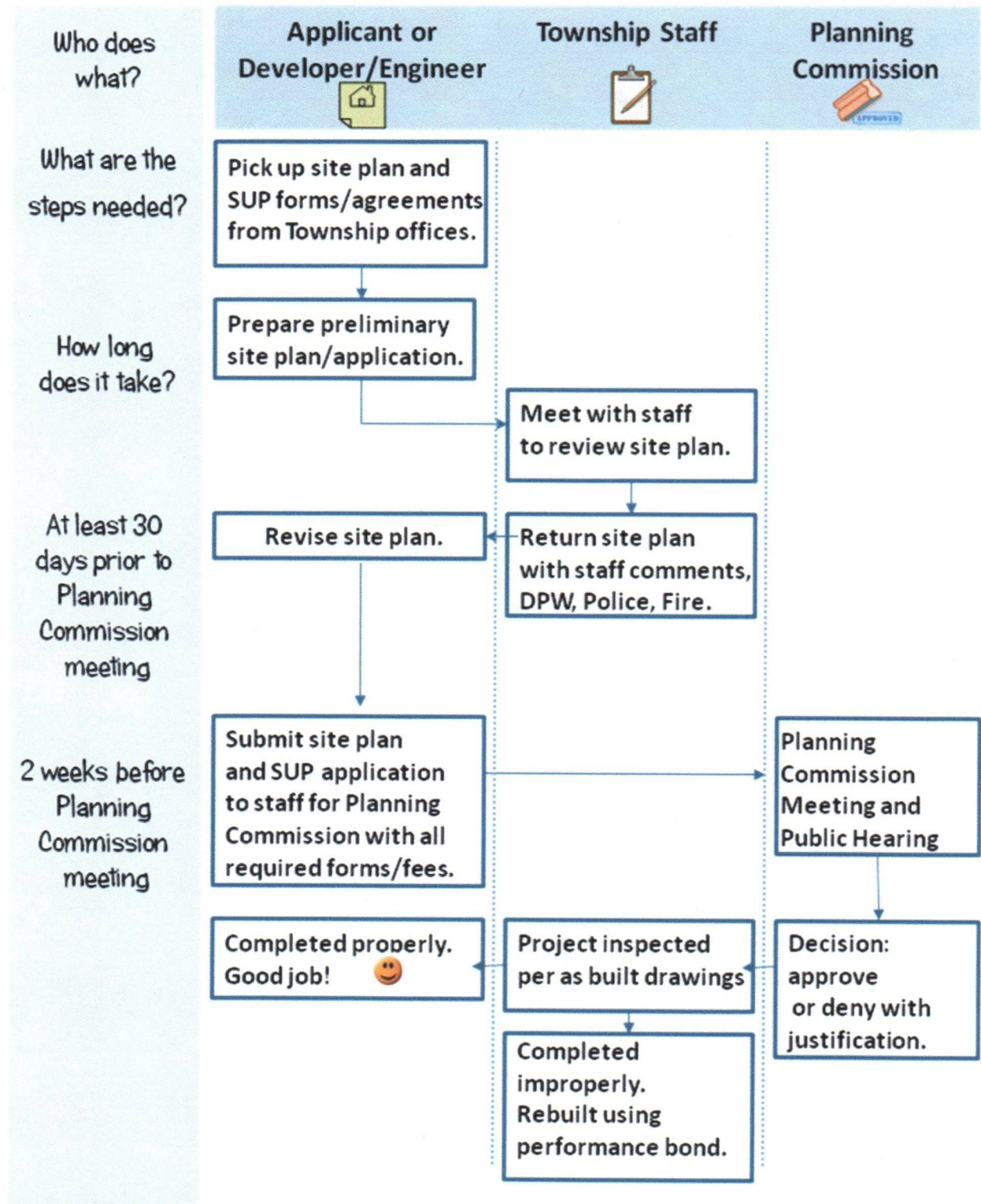
Subject Property Address: _____

Legal Description (Provide the legal description of the property affected - if additional space is needed please attach on a separate sheet to this application):

Proposed Use(s): _____

For Office Use Only:	Date Filed		Amount Paid:	
	Case #		Hearing Date:	
	Current Zoning:		Parcel ID No.:	



B. SPECIAL LAND USE REVIEW FLOW CHART**Special Land Use Review Flow Chart**

D. FENCE PERMIT**Incomplete applications will not be accepted.**

Permit number: _____

The application for a Residential Fence Permit must be submitted to the Summerfield Township Zoning Office, along with the appropriate application fee and a complete application.

Description of Work to be done: _____

Name of property owner: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ email: _____

Signature of owner: _____

Name of Contractor: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ email: _____

Signature of Contractor: _____

Zoning Classification of Property:**Property Tax ID:****Construction Cost:****Section:****Township:****Range:****Subdivision:****Lot:****Setback-front:****Setback-rear:****Setback-side:**☐ Application – 2 copies
☐ Site plan to scale with
accessory affidavit or survey
showing location of proposed
fence (2 copies)

☐ Copy of release of
easement (if applicable)
