

**PLANNING COMMISSION MEETING  
MINUTES  
Wednesday April 1, 2009**

**I. Call to Order - Pledge of Allegiance - Roll Call**

The meeting was called to order at 7:00 p.m. and opened with the Pledge of Allegiance.

**Roll Call**        **Francis McNamara – present**  
                      **Donald Hartwick – present**  
                      **Craig Landes – present**  
                      **John Maahs – present**  
                      **Ronald Overton – present**  
                      **Richard Turcotte – absent w/notice**  
                      **Ulrika Zay – present**  
                      **Charles Openlander – present**  
                      **Beth Ball – present**

**Also present – Andrea Polverento**, Planning Director

**II. Communications Received –**

**Polverento** outlined the communications.

**III. Agenda Approval**

**MOTION** by **MAAHS** and seconded by **McNAMARA** to approve the agenda as presented.

**Passed 8-0, 1 absent.**

**IV. Public Comment – Non-Agenda Items - None**

**V. Approval of Minutes from March 4, 2009, Regular Meeting**

**MOTION** by **MAAHS** and seconded by **OPENLANDER** to approve the 3/4/09 minutes as presented.

**Passed 8-0, 1 absent.**

**Approval of Minutes from March 18, 2009 Special Meeting**

**Zay** noted that on page 2, third paragraph, second line, the “and” needed to be changed to “an” and in the sentence that begins “Adams stated” the “it” should be changed to the word “sustainability.”

**MOTION** by **BALL** and seconded by **OVERTON** to approve the 3/18/09 Special Planning Commission Meeting minutes as amended.

**Passed 8-0, 1 absent.**

**VI. Public Hearings - None**

**VIII. Unfinished Business**

**A. Discuss Master Plan Update**

**Hartwick** said that he had concerns about the first objective on page 20. He questioned whether the word “Prime” should be inserted. **Polverento** suggested that the objective be changed to “Manage growth to reduce encroachment of non-farm uses into prime agricultural lands.” She will speak with the consultants to have the wording changed.

**Openlander** questioned the area set aside for manufactured housing. He questioned if the mobile home park was on sewer. **Overton** explained that they had a lagoon system, which predated the sewer. **Openlander** questioned how they were able to not connect to the sewer when it was brought to the area. **Polverento** will check with the Township Manager regarding exemptions and report back.

**Hartwick** thinks on page 30 “In and around Wacousta” should start a new paragraph. **Polverento** will ask the consultants to make that change.

There was discussion regarding the Future Land Use Map. **Polverento** pointed out that the consultants had changed the colors of yellow to have a greater contrast, and that the Looking Glass River overlay designation has been changed. She also noted that the parcels had been removed from the map. **Openlander** would like to see the parcels returned to the map. He appreciated seeing the difference and how it would look, but prefers that they be on the map to give an idea of density. **Hartwick** feels the parcels should be on all the maps. **Polverento** will ask the consultants to make that change.

**Overton** would like the objective on page 23 and 25 to say “Encourage building designs that are both energy efficient and environmentally sensitive.” **Polverento** will ask the consultants to make that change.

**Hartwick** questioned if the action item table with short and long term items should be included and if that was a legal problem. **Maahs** explained that the purpose of a Master Plan is not to make it a “must be accomplished” list. **Hartwick** discussed the parking standards and impervious surfaces as an example. **Maahs** thinks it can be read in degrees, nothing is 100 percent.

**Openlander** questioned the Village Gateway overlay zone and why it is there. **Polverento** explained that it is meant to be a transition area and that it talks about signage and design guidelines, setbacks, etc. Discussion took place about a “Welcome to Wacousta” sign. **McNamara** talked about how the transition from Grand River to Wacousta could be improved.

**Overton** asked **Polverento** to ask the consultants to post the remaining pages of the Draft Master Plan on the website.

**Polverento** reviewed the next steps, which include recommending to the Board of Trustees to distribute the plan to neighboring municipalities and to Clinton County.

**MOTION** by **OVERTON** and seconded by **MAAHS** that the Planning Commission forward the draft master plan to the Board of Trustees with a recommendation to

distribute the draft plan to adjacent municipalities and Clinton County, for the mandatory 63-day review period as required by law.

**Overton** noted that this was his third master plan update. He has been to several workshops and citizen planner courses; this is a state of the art master plan. He thinks the Planning Commission is very progressive, he has shared it with others and they are very impressed. He feels the commission has a lot to be proud of.

**Passed 8-0, 1 absent.**

## **B. Capital Improvements Review**

**Polverento** explained that the Capital Improvements Plan update was forwarded to the Board of Trustees following the Planning Commission review earlier in the year. They had a few suggestions for changes, including removing the ambulance substation (#25), adding a new lawn mower, adding the new fire truck purchase, and adding a property purchase on Lowell Rd. – this is to provide alternate access to the Watertown Parkway property. **Polverento** included aerial maps of the area Lowell Road area.

**Openlander** discussed the removal of the ambulance substation. He said the intent was to have a third bay in the LGRFA building, not to have a separate building.

**Ball** feels the extra bay would be a good thing to have, allowing Mercy to have a place to store an ambulance for faster service. **Polverento** reiterated that the Board had asked the item to be removed.

**Polverento** explained that the lawn mower value she had inserted in the plan needed to be changed from \$10,000 to \$18,000 to reflect the budgeted amount. **Polverento** also noted that the cost of the fire truck was \$400,000, and reminded the Commission that they had a copy of the most recent LGRFA meeting minutes, in which the fire truck was discussed at length.

**Polverento** also explained that the Board of Trustees is looking for alternate access to the east side of the Watertown Parkway property. The question was raised if can there be an easement or does there have to be ownership of a piece of property to gain access? **Maahs** stated that if there is access off Lowell Rd, there would be more opportunities for access and that pedestrian/vehicular access is needed. **Overton** suggested \$25,000 for 66 feet. **Maahs** suggested \$30,000 and that this would be a low priority.

**MOTION** by **MAAHS** and seconded by **OVERTON** to refer the Capital Improvements needs list back to the Board of Trustees as amended for review and approval.

Openlander – No

Zay, Kittmann, McNamara, Maahs, Hartwick, Overton, Ball – Yes

**Motion Passed**

**VII. New Business**

**A. Officer Elections**

**Overton** explained the process for electing officers. He opened the nominations for chair.

**Maahs** appreciates the job that **Overton** has done but hopes that someone might be willing to take on the chair position. **Overton** feels that a rotation of office positions is important in that it helps other members get experience. **Overton** stated that he is willing to be chair once again if no one is interested, he is also willing to step aside. He indicated that if he was renamed chair, this would be his final year.

**McNamara** stated that he might be willing to be Vice-Chair or Secretary but does not feel that he is ready to be the Chair.

**Overton** nominated **Richard Turcotte** for the Chair position. **McNamara** supported.

**Hartwick** questioned if **Overton** wished to be nominated. **Overton** stated that he wished to pass the torch to someone else. **Overton** will continue to chair the meeting in **Turcotte's** absence.

There being no other nominations, the Commission voted to appoint **Richard Turcotte** to the position of Chair for 2009/2010.  
**Passed 8-0, 1 absent.**

**Overton** opened the nominations for the position of Vice-Chair. **Zay** nominated **Francis McNamara** for the position of Vice-Chair. **Overton** supported.

There being no other nominations, the Commission voted to appoint **Francis McNamara** to the position of Vice-Chair for 2009/2010.  
**Passed 8-0, 1 absent.**

**Overton** opened the nominations for Secretary. He inquired as to whether **Ball** would be willing to hold the position for another year. **Ball** indicated that she would be willing to do so. **Overton** nominated **Beth Ball** for Secretary. **Hartwick** supported.

There being no other nominations, the Commission voted to appoint **Beth Ball** to the position of Secretary for 2009/2010.  
**Passed 8-0, 1 absent.**

**Overton** opened the nominations for ZBA Representative. He explained that the nomination was a recommendation to the Board of Trustees for appointment, that they made the final decision.

**Hartwick** nominated **Ronald Overton** for ZBA Representative. **McNamara** supported.

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There being no other nominations, the Commission voted to recommend to the Board of Trustees, the appointment of **Ronald Overton** to the position of ZBA Representative from the Planning Commission for 2009/2010.

**Passed 8-0, 1 absent.**

**Hartwick** questioned if **Maahs** would be remaining as Board of Trustees Representative. **Maahs** explained that he had spoken with **Supervisor Adams** and hoped he would be staying on as Board of Trustees's Rep.

### B. Committee Assignments

**Overton** stated that he made some suggested nominations. He has some suggested changes. **Overton** suggested that if there were any changes, to talk to **Turcotte**. This issue would be brought up at the next Planning Commission meeting for discussion.

## IX. Committee and Staff Reports

- A. Executive Committee Report – None
- B. Ordinance Review Committee Report – Meeting 4/15/09 at 2:00 p.m.
- C. Site Plan Review Committee Report – None
- D. Board of Trustees Report – Draft Minutes 3/16/09 – **Maahs** presented the Board of Trustees Report.
- E. Zoning Board of Appeals - None
- F. Non-Motorized Circulation Plan Committee Report – **Polverento** presented a brief update.
- G. Capital Improvements - None
- H. Staff Reports
  - 1. Directors Report, March 2009
  - 2. Assistants Report, March 2009

## X. Comments and Questions from Audience, Staff and Commissioners-

**Polverento** discussed the possibility of having the Planning and Zoning assistant at most of the meetings. She feels the minutes are more accurate that way and with **Kinney** being split between two departments now it allows her time to better handle her duties if she can get the minutes done at the meetings. **Polverento** also explained that it wasn't in the budget this year, but perhaps they could work it in to next year's budget. General consensus was that if the logistics were figured out, it would be great to have **Kinney** at most of the Planning Commission meetings.

**Polverento** gave a brief outline of the codification process and where the Township was at in the process.

## XI. Adjournment

**MOTION** by **MAAHS** and seconded by **OPENLANDER** to adjourn the meeting.  
**Passed unanimously**

Meeting was adjourned at 8:48 p.m.

**Planning Commission Meeting Minutes**  
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Date approved:

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Richard Turcotte, Chair

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Beth Ball, Secretary