

**PLANNING COMMISSION MEETING
MINUTES
Wednesday August 5, 2009**

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

The meeting was called to order at 7:03 p.m. and opened with the Pledge of Allegiance.

Roll Call **Francis McNamara – present**
 Donald Hartwick – present
 Keri Kittmann – present
 John Maahs – present
 Ronald Overton – present
 Richard Turcotte – present
 Ulrika Zay – present
 Charles Openlander – present
 Beth Ball – arrived at 7:35 pm

Also present – Andrea Polverento, Planning Director
Maahs will act as secretary until the expected arrival of Ball.

II. Communications Received –

Polverento reviewed the communications, including a Tri-County publication that Gloria Miller mentioned during the public hearing for the Master Plan.

III. Agenda Approval

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

Passed 8-0, 1 absent.

IV. Public Comment – Non-Agenda Items - None

V. Approval of Minutes from June 3, 2009, Regular Meeting

McNamara pointed out that in a few areas in the minutes his name is spelled incorrectly. **Turcotte** is concerned about the detail in the by-law review section and that the transcription is correct. **Polverento** noted that she did that section of the minutes and they were taken from her notes. In general they feel there is too much detail and it should be stricken from the record.

MOTION by **TURCOTTE** and seconded by **MCNAMARA** to approve the 6/3/09 minutes as amended.

Passed 8-0, 1 absent.

Approval of Minutes from July 22, 2009, Special Meeting

Zay explained that she feels there needs to be some clarification in areas, including the comments made by **Mr. Al-Ashari** and the comments regarding the airport. Discussion took place about the meeting and how it was reflected in the minutes. **Kittmann** suggested that rather than be so specific about **Mr. Al-**

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Ashari's comments to reflect them more generally. **Turcotte** asked if the notes can be revisited and presented at the next meeting.

MOTION by **TURCOTTE** and seconded by **ZAY** to delay the approval of the 7/22/09 Special Meeting minutes until the next scheduled regular Planning Commission meeting.

Passed 8-0, 1 absent.

VI. Public Hearings - None

VII. Unfinished Business

A. Bylaw Revisions

Polverento presented the revised bylaws.

Zay stated that she has reviewed them and she feels they are well-written and clear.

McNamara questioned Bylaw 2.1, Regular Meetings. He asked that if a meeting had to be moved to the gym, if that be considered that the "Township Hall" or if an alternate location exception be added. **Polverento** responded that the whole complex including the gym is considered the Township Hall and that the gym does not have a separate address.

Regarding Bylaw 2.2, Special Meetings, **McNamara** questioned the section about the cancellation policy and if that should have a time constraint to it. Discussion took place about this policy.

Regarding Bylaw 2.8, Adding Agenda Items...., **McNamara** asked if the last two paragraphs should be combined. He feels they are very similar. **Polverento** reviewed the previous language. **Kittmann** suggested making it a blended sentence so both items discussion and action items are covered but do not look duplicated. The general consensus by the Commission was to strike the second duplicate paragraph from bylaws 2.8 and 2.9.

MOTION by **OVERTON** and seconded by **MCNAMARA** to adopt the Planning Commission bylaws as amended.

Hartwick is concerned that the issue of there being a quorum should someone from the Commission ask to abstain due to conflict of interest. Discussion took place regarding this concern.

Passed 9-0.

B. Case # 09-01 TXT: Wind Energy Conversion Systems

Polverento explained that a special meeting has been scheduled on August 19, 2009 to discuss wind turbines. This issue was assigned to the ORC and **Polverento** would like to meet with that committee before the special meeting to discuss structure, format etc.

Polverento has explained that when it comes to possible speakers she has run into some difficulty. She was expecting Dan Leonard from Clinton County to speak, but he was no longer able to.

Zay feels it is not the end of the world if they can't get a speaker or a presentation. She feels if this topic has been controversial elsewhere in the county, then it may be nice to not educate anyone and let them come with preconceived notions and their own level of education and truly tell the Commission what they think.

The Ordinance Review Committee will meet Monday, August 10 at 6:00pm to discuss the format of the work session.

C. Master Plan Update Final Review

Polverento met with Birchler Arroyo to go over the comments from the public hearing. There is a list of revisions that are being suggested based on the comments that were received from Delta Township, Tri-County, Airport Authority and the comments received at the public hearing.

Hartwick discussed the B1 and B2 zoning districts relative to an office zoning district.

Overton talked about office parks as a land use category for a buffer between commercial/light industrial and residential area. He would like to see this considered in the Master Plan.

Zay discussed the airport expansion plans. The commission decided the best way to refer to the planned expansion would be in the "regional setting" section. The information that **Otto** provided to the Planning Commission regarding the airport's future intention of purchasing property will be reflected in the text, but the Future Land Use Map will not be changed. **Polverento** pointed out that the Master Plan will be reviewed again in 5 years, so if the airport does purchase additional property, changes could be made at that time.

Polverento explained that police and fire will not be addressed since this is a land use plan and not part of the scope of services. Also, they are not addressing economic development. Delta Township and Tri-County had made some suggestions about referencing Clinton County's economic development program. That is also outside the scope of a land use plan.

Polverento will contact Birchler Arroyo and ask them to proceed on the list of changes that were provided.

VIII. New Business

A. Non-Motorized Circulation Plan

Polverento explained that the Board of Trustees forwarded this plan back to the Planning Commission after they held a public hearing for review and recommendation.

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Turcotte explained that he attended the public hearing and the Board of Trustees wanted to make sure that the Non-Motorized Circulation Plan was consistent with past and future master plans.

Zay feels that this plan fits seamlessly with the Master Plan. **Polverento** feels there is no conflict with the Master Plan. It specifically stated in the draft Master Plan to implement the recommendations of the Township's Non-Motorized Circulation Plan.

MOTION by **MAAHS** and seconded by **MCNAMARA** that the Planning Commission, having completed a final review of the non-motorized circulation plan, forward the plan to the Board of Trustees with a recommendation for adoption.

Overton feels there should be language in the motion stating that the plan has been found to be consistent with the existing and proposed Township Master Plan.

Polverento stated that she could include that language as part of her staff report that she forwards to the Board of Trustees.

Zay asked about the results of the public hearing and if there was any controversy. **Turcotte** responded that there were no comments.

Passed 9-0.

Turcotte would like to commend **Holly Madill** for all her work on the Non-Motorized Plan. **Overton** suggested that the Planning Commission could make a resolution and adopt it, commending her for her good services. **Polverento** also suggested that someone could nominate **Madill** for Citizen of the Year next year. **Polverento** will work on drafting a resolution for the Planning Commission's review.

B. Budget Review

Polverento outlined the budget. She noted that the building permits and trade permits are pass through fees and she or Jennifer will fill those in.

McNamara asked about the ZBA fees under the revenue portion. **Polverento** explained that when you apply for a variance there is a fee associated with that application. He also questioned the Special Meeting of the Planning Commission. **Polverento** explained that is the fee associated with an applicant who wants to call a special meeting to discuss a possible project.

Overton asked about the CDP revenue title and if the title should be changed to Master Plan.

There being no suggested changes, **Polverento** will submit this budget to the Township Manager.

C. DeWitt Development SLUP #08-04 Update

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Polverento updated the Planning Commissioners on this case. The renewal was issued for this project last year, giving them time to apply for their DEQ permits; they failed to do this and also failed to update their bonding. Therefore, **Polverento** issued a stop work order that will be in effect until she receives written confirmation for the DEQ that they have secure all necessary permits and from their bank.

D. Zoning Amendment for Dumpsters/Trash Containers

Polverento reviewed two zoning complaints she had received regarding trash containers. One was a complaint about people leaving their containers by the road and the other was regarding placement of a dumpster in or near an easement. She feels an amendment could not address either issue, as it would not be retroactive and the Township cannot enforce easements. She is not recommending a language change at this time.

IX. Committee and Staff Reports

- A. Executive Committee Report – None
- B. Ordinance Review Committee Report – None
- C. Site Plan Review Committee Report – None
- D. Board of Trustees Report – Draft Minutes 6/15/09 and 7/20/09– **Maahs** presented the Board of Trustees Report.
- E. Zoning Board of Appeals - None
- F. Capital Improvements Committee - None
- G. Staff Reports
 - 1. Directors Report, May 2009
 - 2. Assistants Report, May 2009

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

Harriet Smith questioned if any studies have been done about the effect of wind turbines on the bird population. **Overton** responded there have been studies. Discussion took place regarding this item. **Polverento** told Smith that she has copies of several studies that she would be glad to provide to her.

Overton discussed a meeting he attended about getting sewer to the rest area on I-96.

XI. Adjournment

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

Meeting was adjourned at 8:49 p.m.

Date approved:

Richard Turcotte, Chair

Beth Ball, Secretary