

PLANNING COMMISSION MEETING MINUTES
Wednesday February 3, 2010

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
 Keri Kittmann – present
 John Maahs – present
 Ronald Overton – absent w/notice
 Richard Turcotte – present
 Ulrika Zay – present
 Charles Openlander – present
 Beth Ball – present

Also present – **Andrea Polverento**, Planning Director, **Amy Kinney**, Planning and Zoning Assistant.

II. Communications Received

Polverento reviewed the correspondence distributed.

III. Agenda Approval

MOTION by **MAAHS** and seconded by **OPENLANDER** to approve the agenda as presented.
Passed 8-0, 1 absent.

IV. Public Comment – Non-Agenda Items

V. Approval of Minutes from January 6, 2010 Regular Meeting

MOTION by **MCNAMARA** and seconded by **MAAHS** to approve the January 6, 2010 as presented.
Passed 8-0, 1 absent.

VI. Public Hearings

Case # 10-01 (A) Special Land Use Permits Amendments, The Links at Royal Scot

Public Hearing opened at 7:10pm

Polverento explained that the applicant is requesting an amendment to the approved Site Plan Review and Special Land Use permits for the Rural Planned Unit Development/Site Condominium subdivision at the property located north of State Road and adjacent to the Royal Scot Golf Course. In 2005, the Planning Commission and the Board of Trustees approved the overall site plan and SPLU permits for this property.

Polverento explained that the applicant is seeking a change to the approvals for Phases I and II, which were planned for duplex units. The applicant feels that due to the market instability and difficulty getting financing for duplex units, that single family units would be

more likely to be successful. The applicant is requesting to change units 1-14 and 21-86 from attached duplex units to detached single family units. The applicant has proposed that units 15-20 would remain as duplex units since units 17-20 already exist; the applicant felt for aesthetic reasons the immediately adjacent lots should also remain duplex units.

It was noted that the applicant was seeking a change to the side yard setbacks. Side yards would change from 10 feet to 5 feet. Open space and building area will stay the same.

Polverento introduced the applicants, **Mike Smith** and **John Bonfiglio**.

Polverento explained that this application is an amendment to the SLU and does not eliminate any of the regulations that were approved under the original permits.

Mike Smith discussed how currently there is limited government financing available for duplexes. Smith feels that changing to single family homes will generate home sales.

Polverento reviewed the written comments received from **Yvonne Allen, 4780 State Road**. **Allen** has concerns about the paving of State Road in front of her house, which is west of the development. She is concerned about the impact on her property if State Road was paved all the way to Grove Road. Houses in that area are very close to the road and she feels that paving would have a big impact on her property and the other properties in that area.

Openlander asked **Smith** if there will there be an area held for duplexes. **Smith** responded that Phase IV of the development is still slated to be duplexes.

McNamara asked how many total units were in this development. **Polverento** responded there are 156 units in the entire development.

Kittman asked **Smith** if he had any concern with selling single family homes in a development where duplexes already exist and if have duplexes mixed in with single family would have an effect on the value of the single family homes. **Smith** responded that the duplexes would be located in a separate area from the single family homes with the exception of lots 17-20 and he feels it will not hinder the sale of single family homes. **Polverento** explained that it is common to have a mixture of housing within a development.

Hartwick asked **Smith** if the square footage of the single family homes would be similar in size to the duplexes. **Smith** responded that the footprint of the single family homes were similar in size.

Public hearing closed at 7:28pm

VII. Unfinished Business

A. Case # 10-01 (A) SLUP/SPR Amendments, The Links at Royal Scot

Polverento expressed that in her opinion going from single family attached to single family detached did not constitute a major change. She feels it is in the best interest of the Township to see a successful development.

Polverento discussed the road issues. It was decided that before the developers could start Phase II of the project, the developers would be required to pave State Road from Airport to Turnberry, the eastern entrance to the development. They would be required to pave the remaining section between the eastern and western entrances at a later date. **Polverento** also noted that Turnberry has yet to be accepted by the Road Commission.

Polverento explained that she discussed possible mitigation procedures with the Drain Commission if homes along State Road were affected by paving at a later date.

Discussion took place about having enough area dedicated in the Township for duplex/condo type homes. **Polverento** stated that approximately 325 acres of property is zoned R2 or R3 within the Township.

Turcotte expressed concern with Carnoustie Drive being noted on the site plan as a private road because they are not permitted in the Township.

Hartwick asked about **Turcotte's** objection to the private road. **Turcotte** responded that private roads are not allowed and that road is serving six homes in the development, therefore it does not qualify to be a private drive. **Hartwick** asked why the applicant wants the driveway private. **Bonfigilo** explained that the Road Commission has issues plowing the road. Until another road is connected to Carnoustie they don't have enough room to turn their trucks around. If it is a public road the road commission must maintain it.

Turcotte explained that if they make the road public, the Road Commission is not responsible for plowing Carnoustie Drive until they officially accept the road.

Turcotte would like Carnoustie Drive to be dedicated as a public road even if the Road Commission won't accept it right now. **Smith** responded that they want Carnoustie Drive to be a public road and have no problem making a change to the notation on the site plan.

Hartwick asked who would be responsible for plowing the road if the Road Commission has not accepted it. **Maahs** suggested encouraging the Road Commission to come up with a way to manage the road.

Kittmann asked if the developer has seen the letter from Capital City Airport. **Smith** responded that he has a copy of the letter.

The Planning Commission reviewed the standards for site plan approval from Section 28-82 of the Zoning Ordinance.

1. The uses proposed will not adversely affect the public health, safety, or welfare. Uses and structures located on the site shall take into account topography, size of the property, the uses on adjoining property and the relationship and size of buildings to the site. The site shall be developed so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this Ordinance.

Complies Does not Comply Condition of Approval Not Applicable

Staff Comments: The proposed amendment should not affect the public health, safety or welfare nor should it impede the orderly development of surrounding property.

Planning Commission agrees with staff comments

2. Safe, convenient, uncontested, and well-defined vehicular and pedestrian circulation shall be provided for ingress/egress points and within the site. Drives, streets and other circulation routes shall be designed to promote safe and efficient traffic operations within the site and at ingress/egress points.

Complies Does not Comply **Condition of Approval** Not Applicable

Staff Comments: No changes to the existing street plan are proposed; access and flow of traffic from within the project and along State Road shall be subject to the approval of the Clinton County Road Commission.

Planning Commission agrees with staff comments

3. The arrangement of public or private vehicular and pedestrian connections to existing or planned streets in the area shall be planned to provide a safe and efficient circulation system for traffic within Watertown Charter Township.

Complies Does not Comply Condition of Approval Not Applicable

Staff Comments: The arrangement of public or private vehicular and pedestrian connections to existing or planned streets in the area have been adequately planned.

Planning Commission agrees with staff comments

4. Removal or alteration of significant natural features shall be restricted to those areas which are reasonably necessary to develop the site in accordance with the requirements of this Ordinance. The Planning Commission, or Township Board when considering the site plan as part of an application for a Special Land Use, may require that landscaping, buffers, and/or greenbelts be preserved and/or provided to ensure that proposed uses will be adequately buffered from one another and from surrounding public and private property.

Complies Does not Comply **Condition of Approval** Not Applicable

Staff Comments: *Landmark trees shall be preserved unless the Township Board deems removal necessary to preserve other significant natural features or for purposes of safety per Section 28-606(37)(d)(2)(i) Landmark trees (living trees equal to or greater than 36 inches in diameter) shall be replaced with an equivalent type of tree having a diameter of not less than four inches. The replacement ratio shall be four replacement trees for every landmark tree removed. Replaced trees shall be kept in a living condition or replaced. The Planning Commission or Zoning Administrator shall approve the location(s) of replacement trees. The Landscape Plan dated September 9, 2005 shall be implemented to the satisfaction and approval of the Zoning Administrator.*

The entrance to the development should be kept mowed and free of weeds.

Planning Commission agrees with staff comments

5. Areas of natural drainage such as swales, wetlands, ponds, or swamps shall be protected and preserved insofar as practical in their natural state to provide areas for natural habitat, preserve drainage patterns and maintain the natural characteristics of the land.

Complies Does not Comply **Condition of Approval** Not Applicable

Staff Comments: The proposed amendments shall comply with the requirements of MDEQ and the Clinton County Drain Commissioner and written approval shall be submitted. Final Grading Plans for each phase shall be subject to the review and approval of the Drain Commissioner.

Planning Commission agrees with staff comments

6. The site plan shall provide reasonable visual and sound privacy for all dwelling units located therein and adjacent thereto. Fences, walls, barriers, and landscaping shall be used, as appropriate, to accomplish these purposes.

Complies Does not Comply **Condition of Approval** Not Applicable

Staff Comments: The proposed amendments will not affect the approved Landscape Plan. The Landscape Plan shall be implemented to the satisfaction and approval of the Zoning Administrator.

Planning Commission agrees with staff comments

7. All buildings and groups of buildings shall be arranged so as to permit reasonable necessary emergency vehicle access as requested by the Fire Department serving the Township.

Complies Does not Comply Condition of Approval Not Applicable

Staff Comments: The proposed amendment does not affect reasonable necessary emergency vehicle access.

Planning Commission agrees with staff comments

8. All streets and driveways shall be developed in accordance with the Township Subdivision Control Ordinance, the Clinton County Road Commission, or Michigan Department of Transportation specifications, as appropriate, unless developed as a private road in accordance with the requirements for private roads in this Ordinance. Except that the Planning Commission, or Township Board when considering the site plan as part of an application for a Special Land Use, may impose more stringent requirements than those for the Road Commission or Michigan Department of Transportation with respect to driveway location and spacing. In addition, sidewalks or similar walkways may be required if determined to be necessary or appropriate for pedestrians and non-motorized vehicles.

Complies Does not Comply Condition of Approval Not Applicable

Staff Comments: The proposed amendments will not affect the planned streets and driveways, which were developed in accordance with the Subdivision Control Ordinance and Clinton County Road Commission standards.

Planning Commission agrees with staff comments

9. Appropriate measures shall be taken to ensure that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system. Provisions shall be made to accommodate storm water, prevent erosion and the formation of dust. The use of detention/retention ponds may be required. Surface water on all paved areas shall be collected at intervals so that it will not obstruct the flow of vehicular or pedestrian traffic or create puddles in paved areas. Catch basins may be required to contain oil filters or traps to prevent contaminants from being discharged to the natural drainage system. Other provisions may be required to contain runoff or spillage from areas where hazardous materials are stored, or proposed to be stored.

Complies Does not Comply **Condition of Approval** Not Applicable

Staff Comments: **The removal of surface waters and the storm drainage system shall be subject to the review and approval of the Clinton County Drain Commissioner.**

Planning Commission agrees with staff comments

10. Exterior lighting shall be arranged so that it is deflected away from adjacent properties and so that it does not interfere with the vision of motorists along adjacent streets. Lighting of buildings or structures shall be minimized to reduce light pollution and preserve the rural character of the Township.

Complies Does not Comply **Condition of Approval** Not Applicable

Staff Comments: Street lights shall be required to be installed throughout the Site Condominium Subdivision. The Township Board shall approve the design and style of the street lights, which shall conform to the requirements of the public utility (Consumers Energy) providing the lighting.

Planning Commission agrees with staff comments

11. All loading and unloading areas and outside storage areas, including areas for the storage of trash, which face or are visible from Residential Districts or public streets, shall be screened by a vertical screen consisting of structural or plant materials no less than six feet in height. The finished side of any wall, fence, or other screen shall face adjacent properties.

Complies Does not Comply **Condition of Approval** Not Applicable

Staff Comments: The Solid Waste Management Plan shall be implemented in accordance with the Clinton County Solid Waste Department to the approval of the Zoning Administrator.

Planning Commission agrees with staff comments

12. Entrances and exits shall be provided at appropriate locations so as to maximize the convenience and safety for persons entering or leaving the site. The number of entrances to and exits from the site shall be determined with reference to the number of dwelling units or other land uses within the site, the nature and location of the surrounding streets, the affect of traffic in the area, nearby topography, and other factors.

Complies Does not Comply Condition of Approval Not Applicable

Staff Comments: This proposed amendment provides adequate ingress and egress for Phase I of the development. For the original approval, the applicant indicated a temporary turnaround and easement would be provided to serve as an adequate turnaround for emergency vehicles.

Planning Commission agrees with staff comments

13. Site plans shall conform to all applicable requirements of County, State, Federal, and Township statutes and ordinances. Approval may be conditioned on the applicant receiving necessary County, State, Federal, and Township permits before final site plan approval or an occupancy permit is granted.

Complies Does not Comply **Condition of Approval** Not Applicable

Staff Comments: This is a regular requirement of all applicants.

Planning Commission agrees with staff comments

14. Appropriate fencing may be required by the Planning Commission, or Township Board when considering the site plan as part of an application for a Special Land Use, around the boundaries of the development if deemed necessary to minimize or prevent trespassing or other adverse effects on adjacent lands.

Complies Does not Comply Condition of Approval Not Applicable

Staff Comments: The intent of the RPUD is to minimize the disturbance of natural vegetation and any landmark trees. The Landscape Plan indicates their plans to maximize the use of existing vegetation while adding new landscaping in the open spaces.

Planning Commission agrees with the staff comments

15. The general purposes and spirit of this Ordinance and the Comprehensive Development Plan of Watertown Charter Township shall be maintained.

Complies Does not Comply Condition of Approval Not Applicable

Staff Comments: The proposed amendment is consistent with the goals of the Master Plan for promoting open space and cluster developments in the Township.

Planning Commission agrees with the staff comments

MOTION by **MCNAMARA** and seconded by **MAAHS** that the Planning Commission recommend to the Board of Trustees approval of **Case #10-01(A) SLU/SPR** for Gravity Works LLC, for amendments to Final Site Plan approval (Case numbers 05-07 SPR and 06-03 SPR) for Phases I and II of the RPUD / Site Condominium Subdivision known as **"The Links at Royal Scot"**, provided that conformance to conditions 1-18 as noted below, are achieved to the satisfaction of the Township Zoning Administrator as being in accordance with the requirements of the Watertown Charter Township Zoning Ordinance.

Applicant tasks to receive **Amendments to Final Site Plan Approval:**

1. The Revised Overall Site Plan dated January 14, 2010 shall serve as an amendment to the September 9, 2005 Overall Site Plan (depicting a total number of units of 156). Any changes to the Overall Site Plan shall be subject to the re-review and approval of the Planning Commission and Township Board.
2. The applicant must comply with the review and approval of the Michigan Department of Environmental Quality regarding any impact to the wetlands located on the property.
3. The applicant must comply with requirements of Clinton County Drain Commissioner.
4. A Final Grading Plan shall be submitted subject to the review and approval of the Clinton County Drain Commissioner and Township.
5. The applicant must comply with requirements of Clinton County Road Commission.

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6. The applicant must comply with requirements of the Township Engineer to the satisfaction of the Township Zoning Administrator.
7. The applicant must comply with the requirements of the Southern Clinton County Municipal Utilities Authority.
8. The applicant must implement a solid waste management plan for the entire project subject to the review and comment by the Clinton County Department of Waste Management.
9. The Landscape Plan dated September 9, 2005, shall be implemented to the satisfaction and approval of the Zoning Administrator.
10. The proposed entrance sign along State Road shall be subject to the review and approval of the Zoning Administrator in accordance with Section 21.8 of the Watertown Charter Township Zoning Ordinance. A Sign and Building Permit will be required to be submitted.
11. The applicant shall comply with the applicable requirements of the State of Michigan Building Codes to the satisfaction of the Township Building Inspector, Municipal Inspection Services, LLC.
12. Street lights shall be required to be installed throughout the Site Condominium Subdivision. The Township Board shall approve the design and style of the street lights per Section 14-117(k) of the Watertown Charter Township Subdivision Control Ordinance, which shall conform to the requirements of the public utility (Consumers Energy) providing the lighting.
13. The applicant must submit a copy of the recorded Master Deed, Bylaws, and Rules & Regulations as required by the Watertown Charter Township Zoning Ordinance.
14. The applicant must provide a copy of the Capital Region Airport Authority letter (dated August 29, 2005) to all prospective buyers.
15. The applicant shall provide documentation from Royal Scot regarding roadway easements with underlying right-of-way from State Road.
16. The applicant must submit updated Engineering Plans.
17. The applicant must comply with all applicable State, Federal and Township laws.
18. Carnoustie Drive shall be dedicated as a public road.

Motion passed 8-0, 1 absent

The Planning Commission reviewed the requirements from the Zoning Ordinance for special land use permits from Section 28-605 of the Zoning Ordinance. **Polverento** noted that the proposed amendments did not constitute such a significant change that the original approvals were impacted.

Each application shall be reviewed for the purpose of determining that the proposed special land use meets all of the general standards. Each special land use will:

1. Be designed, constructed, operated and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity, and that such a use will not change the essential character of the area in which it is proposed.

Staff comments: The proposed amendments meet this standard.

Planning Commission agrees with staff comments.

2. Be served adequately by essential public facilities and services such as highways, streets, police, fire protection, drainage structures, refuse disposal, water and sewer facilities.

**Staff comments: The proposed amendments meet this standard.
Planning Commission agrees with staff comments.**

3. Not create excessive additional requirements at public cost for public facilities and services.

**Staff comments: The proposed amendments meet this standard.
Planning Commission agrees with staff comments.**

4. Not involve uses, activities, processes, materials, and equipment or conditions of operation that will be detrimental to any persons, property, or the general welfare by reason of excessive effects of traffic, noise, smoke, fumes, glare or odors affecting adjacent properties, streets or uses.

**Staff comments: The proposed amendments meet this standard.
Planning Commission agrees with staff comments.**

MOTION by **MAAHS** and seconded by **KITTMANN** that the Planning Commission recommend to the Board of Trustees approval of **Case #10-01(A) SLU/SPR** for Gravity Works LLC, for amendments to Special Land Use Permits #05-05 SLU and #05-06 SLUP to Phases I and II of the RPUD/Site Condominium Subdivision known as **"The Links at Royal Scot"**, provided that conformance to the conditions, as noted, are achieved to the satisfaction of the Township Zoning Administrator as being in accordance with the requirements of the Watertown Charter Township Zoning Ordinance.

Applicant tasks to receive **Amendments to Special Land Use Permits:**

1. Applicant must receive approval for amendments to the Final Site Plan.
2. The applicant must comply with the review and approval of the Michigan Department of Environmental Quality regarding any impact to the wetlands located on the property.
3. Applicant must comply with the requirements of Clinton County Drain Commissioner.
4. Applicant must comply with the requirements of Clinton County Road Commission.
5. Applicant must comply with the requirements of the Township Engineer to the satisfaction of the Township Zoning Administrator.
6. Applicant must submit a copy of the recorded Master Deed and Bylaws of the Condominium Subdivision prior to any construction.
7. The applicant must comply with the requirements of the Southern Clinton County Municipal Utilities Authority.
8. Applicant must provide sidewalks along State Road and illustrate the sidewalks on the Final Site Plan.
9. Applicant must provide outlots as appropriate for utilities and future potential large-scale adjoining developments.
10. The applicant must implement a solid waste management plan for the entire

project subject to the review and comment by the Clinton County Department of Waste Management.

11. Applicant must comply with all other applicable State, Federal and Township laws.

MOTION by HARTWICK and seconded by **OPENLANDER** to eliminate “Federal” from condition of approval number 11 for the motion regarding the amendments to the special land use permits.

Zay would like the language to remain because it is standard language that has always been used. Even if the Township is not enforcing Federal laws, the applicant must abide by them and that wording protects the Township.

Hartwick expressed concerns about the Township enforcing Federal laws.

McNamara feels that it’s the applicant’s job to know the State and Federal laws that they must comply with.

Motion Failed 8-0, 1 absent

Vote on original motion:

Motion passed 8-0, 1 absent

Break at 8:35pm

Returned 8:40pm

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

Polverento explained that she has addressed the items that were discussed at the January meeting. She would like to revisit Item G, Setbacks, regarding the required front yard setbacks for final review.

Polverento told the Planning Commission if they were comfortable with the presented language, she recommends that the language be forwarded to the Township attorney for review before scheduling the public hearing. Polverento can forward the document immediately following the meeting so the Planning Commission can review the attorneys’ comments in March and schedule the public hearing for April.

Regarding Item G 2 – **Hartwick** addressed the front yard setback, stating that he didn’t have any problems in the required front yard because it is no different than a utility pole. **Hartwick** would like #2 to be stricken.

Openlander feels that it could go from a small structure to a spread out structure with things like solar panels. **Polverento** recommends keeping #2. **Maahs** feels that **Polverento** raises a good point that it won’t hurt to leave it.

Zay has concerns about restricting the placement of the turbines. The placement of structures is dependent on the best placement for efficiency of use. Restricting may also impact the ability for it to function at its highest output.

Turcotte feels #2 may preclude the most efficient use of the turbine. While the base won't likely be near the required front yard because of setbacks, he has no problem with guy wires and anchors being in the required front yard.

The Planning Commission would like to strike the proposed language for G.2. in favor of "The base of the tower shall not be located in the required front yard."

Hartwick discussed H, regarding engineer certification. He and would like the reference to federal, structural and electrical omitted. He explained that the Township enforces the state building code, not any federal codes. He suggested that it state "all Local and State building codes." **Turcotte** also pointed out that somewhere it needs to state that building permits are required for the construction of a wind energy system.

The Commission suggested the following changes: Section C, strike #4 and add an item at the end of section C to read "building permits are required for the construction of a small wind energy system."

Hartwick discussed item K, "and that such connection has been approved" does not say by whom. **Hartwick** suggests that be stricken since it does not state who would be approving the connection. The Planning Commission suggested a change to add "and approved" after "informed of" and striking "and that such connection has been approved."

Hartwick referred to the magazine article that was in the packets. On page 98, it states: "Although some newer wind turbines are quieter than their predecessors, the noise can be a disadvantage in residential applications." **Hartwick** does not know what to do to mitigate the noise.

Polverento suggested the only way they could regulate the noise is to require certification that the units will not produce over a certain number of decibels outside a significant wind event.

Zay asked about notification of adjacent property owners being part of the permit process.

Polverento will make the Planning Commission's suggested changes and forward the language to the Township Attorney for review.

C. Resolution # 02-032010-01: Alignment with Master Plan Goals, Objectives and Strategies

Polverento presented the drafted resolution to encourage Township alignment with the Master Plan goals, Objective, and Strategies.

MOTION by **MAAHS** and supported by **OPENLANDER** to waive the reading of the resolution.

Motion passed 8-0, 1 absent

MOTION by **MAAHS** and seconded by **ZAY** to adopt Resolution # 02-032010-01: Alignment with Master Plan Goals, Objectives and Strategies as presented.

Yes – Openlander, Maahs, Turcotte, Kittmann, Ball, McNamara, Hartwick, Zay.

No – None

Absent - Overton

Motion Passed 8-0, 1 absent

D. Review of the Planning Commission Bylaws

Polverento outlined the suggested changes made to the bylaws.

Discussion took place about the changes to the bylaws. The Planning Commission agreed with the changes.

MOTION by **HARTWICK** and seconded by **MAAHS** to adopt the Watertown Charter Township Planning Commission bylaws as presented.

Motion passed 8-0, 1 absent.

VIII. New Business

A. Annual Performance Appraisal for Planning Director

MOTION by **KITTMANN** and seconded by **MAAHS** to concur with the finding of the Executive Committee regarding the Planning Director's annual performance appraisal and forward the appraisal to the Township Manager and Board of Trustees for further action.

Motion Passed 8-0, 1 absent

MOTION by **Hartwick** and seconded by **MAAHS** that the Planning Commission recommends to the Board of Trustees to grant a step increase to step 3 in accordance with the Township's 2010 wage scale for non-union employees for the Planning Director position.

Motion Passed 8-0, 1 absent

IX. Committee and Staff Reports

A. Executive Committee Report – DRAFT minutes 1/26/10

B. Ordinance Review Committee Report - None

C. Site Plan Review Committee Report – None

D. Board of Trustees Report – Draft Minutes 1/18/10 – **Maahs** presented the Board of Trustees report.

E. Zoning Board of Appeals – None

F. Capital Improvements Committee - None

G. Staff Reports

1. Director's Report, January 2010 – **Polverento** briefly discussed her report.

2. Assistant's Report, January 2010

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

Zay commented on the ordinance codification and the possibility of hiring Birchler Arroyo Associates to finish the codification process.

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Hartwick would like the Ordinance Review Committee to review the language of the Site Plan Review standards with the objective of simplifying and shortening the language.

MOTION by **HARTWICK** and supported by **TURCOTTE** to have the Ordinance Review Committee review the site plan review standards language.

Motion passed 8-0, 1 absent

Hartwick discussed the Drain Commissioner's office and their involvement in reviewing drainage. **Polverento** will contact the Drain Commission to discuss the possibility of a future presentation for the Planning Commission.

XI. Adjournment

MOTION by **OPENLANDER** and seconded by **TURCOTTE** to adjourn the meeting.

Passed 8-0, 1 absent.

Meeting adjourned at 10:02 p.m.

Date approved:

Richard Turcotte, Chair

Beth Ball, Secretary