

**KINROSS CHARTER TOWNSHIP
PLANNING COMMISSION
REGULAR MEETING**

January 8, 2007

MEMBERS PRESENT:

Rick Southwell, Chair
Wes Jourden, Vice Chair
Brenda Case, Secretary
Ed DeWitt
Marv Chappa

4884 W. Curtis Street

MEMBERS ABSENT:

Dale Betlem
Rick Jones (Approved
Absence)

Also present: Cynthia Oliver

Chair Southwell called the meeting to order at 6:33 p.m.

#1 MOVED: by Wesley Jourden, second by Marvin Chappa, to amend the Agenda to reflect the correct date of January 8, 2007. Motion carried.

#2 MOVED: by Ed DeWitt, second by Wesley Jourden, to add the Home Occupation Permit Application (W. Jourden, applicant) and to add Quarry Ordinance #47 (draft) for review. Motion carried.

#3 MOVED: by Marvin Chappa, second by Ed DeWitt, to approve the December 11, 2007 minutes as read. Motion carried.

PUBLIC COMMENTS

None

GOLF COURSE EXPANSION PROJECT:

The blueprints were reviewed again and several points/questions were raised during this discussion:

- 1) Removal of the fireplace
- 2) No provision or plan for an updated kitchen
- 3) Will there be any active marketing for this clubhouse for other than golf related events to bring in revenue?
- 4) Is this being done now explicitly for the upcoming Pro Golf event?
- 5) Have the plans been approved by the Office of Fire Safety?
- 6) It was noted that the golf course is the least supported Recreational program per the Master Plan Survey.
- 7) How much will it cost and how will it be paid for?

#4 MOVED: by Wesley Jourden, second by Ed DeWitt, to approve the Expansion Plans providing all safety standards are met. There were 3 (three) yea votes and 2 (two) nay votes. Motion carried.

RE-ZONING OF TOWNSHIP PROPERTY:

This matter was discussed at length with several questions being brought up –

- 1) Any specific areas and why?
- 2) Would re-zoning result in more tax revenue being taken in by taxable value?
- 3) Is this being done to avoid litigation re: Liquid Liners?
- 4) How much stress would be put on property owners who do not want their property re-zoned?
- 5) Could 3 members of the Planning Commission meet with C Oliver to see exactly what needs to be re-zoned and then report back to the Planning Commission?

Recess: 7:35 P.M.

Reconvene: 7:40 P.M.

Richard Oliver Township Assessor shared in the discussion regarding re-zoning. He stated that re-zoning was not the answer and he will do research to see what the ZEA states and look for a reasonable solution. He will give us his findings hopefully at our next meeting as his work load is significant at this time of year - as is Cindy Oliver's. Until we get his and Cindys results each of us will need to be looking at exactly where re-zoning would be appropriate and for what reasons. Mr. Oliver left the meeting at 7:54 p.m.

#5 MOVED: by Marvin Chappa, second by Brenda Case, to table any action on this until at least our next meeting for more review. Motion carried.

COMPREHENSIVE PLAN:

Marvin Chappa passed out the compiled written remarks from the survey and Rick Southwell passed out the compiled actual numbers of each category. We also will be going over each line in the current Master Plan for editing and getting an up-to-date prison census.

#6 MOVED: by Rick Southwell, second by Brenda Case, to use the confirmed number of 255 as the actual number of surveys returned with a + or 1 (plus or minus) of 3% for error margin. Motion carried.

NEW BUSINESS:

Review draft of Charter Township of Kinross Quarrying Ordinance #47.

As this was handed to the Planning Commission just before the meeting only a brief time was available for review. Ed DeWitt requested that the date of licensing be on January 1.

#7 MOVED: by Marvin Chappa, second by Brenda Case, to table this until our next meeting to give members adequate time for proper review. 4 (four) yea and 1 (one) nay vote. Motion carried.

CORRESPONDENCE:

Rick Southwell passed around a brochure for training to be held on January 9', 2007. Brenda Case passed around a brochure for a seminar to be held on January 19', 2007. These training seminars brought up a discussion regarding exactly how Planning Commission members can get Township Board approval if they have already attended two. Ed DeWitt reported that due to past misuse the Board had to take more control. There was no clear answer as to how to approach the Board with a request by a Planning Commission member if they had already attended their 2 allotted training sessions. As budget money is available for these training sessions all that is needed is a clear application process.

Zoning Administrator Cindy Oliver advised that getting all knowledge available is important. That the basic concept of making informed and educated decisions by the Planning Commission is to protect the township and by attending educational programs and "networking" would only benefit the township.

Meeting adjourned at 8:48 p.m. Next meeting January 22, 2007 at 6:30 p.m.

Brenda Case, Secretary

**KINROSS CHARTER TOWNSHIP
PLANNING COMMISSION
REGULAR MEETING**

January 22, 2007

4484 W Curtis Street

MEMBERS PRESENT:

Rick Southwell, Chair
Wes Jourden, Vice Chair
Brenda Case, Secretary
Ed DeWitt
Marv Chappa
Dale Betlem

MEMBERS ABSENT:

Rick Jones (approved)

Also, present Cindy Oliver Zoning Administer.

Chair Southwell called the meeting to order at 6:30 p.m.

Chair Southwell opened the meeting by expressing his approval for having more detailed and specific minutes of our meeting being taken. Having read the "How to Take Minutes for Administrative Decisions" he believes that for reference and research more detailed minutes will be beneficial

#1 MOVED: by Marv Chappa, second by Wes Jourden, to approve the January 22, 2007, meeting agenda as presented. Motion carried.

#2 MOVED: by Marv Chappa, second by Ed DeWitt, to approve the January 8, 2007, regular meeting minutes as read. Motion carried.

PUBLIC COMMENTS:

None

A copy of the Zoning Definitions were passed out by Chair Southwell.

NEW BUSINESS:

HOME OCCUPATION PERMIT - JOURDEN INTERNET SUPPLIES

#3 MOVED: by Brenda Case, supported by Rick Southwell to deny the application due to the fact that this application does not meet the criteria of a home occupation as it is a retail enterprise. Motion carried.

Members discussed the Home Occupation Permit Application.

- 1) Needs to be rewritten. Needs some structural guidelines,
- 2) The size of the business should be limited in residential area.
- 3) Eliminate and change definitions ... especially re: only being able to sell what is actually "made" in the home.

4) Keep it simple.

5) Be careful as to what kind of business allowed.

Further discussion tabled until our next meeting. Cynthia Oliver will bring samples of Home Occupation Permits to our next meeting.

IDEAS FOR REVIEW

Township Supervisor Oberle submitted information/ideas for Getting Rid of Nonconformities, General Review Standards for Special Land Use, Conditions of Approval and Rick Management. Members reviewed the information and agreed they could be useful when working on the Comprehensive Plan. Depending on how much money the Township is willing to spend will determine how closely this information can be applied to Township issues.

QUARRY ORDINANCE 47 - DRAFT & COMPARISON

We went over the current ordinance and draft. The following notes were discussed.

- 1) 4.1- Totally agree with.
- 2) 5.4- Good point - does this deal with sound levels?
- 3) 5.5- Due to Health and Safety issues, we do not see a need for the Planning Commission members to be able to go to a quarry at will.
- 4) 6.10- Shows safety is a priority

The general consensus of the Planning Commission is that the changes in the draft quarry ordinance would be a positive approach for the township. It was also brought up that as we had received a letter informing us of the meeting to be held with the quarry operator(s) on January 29, 2007, at 5:30 p.m. to address issue from the January 2, 2007, Public Meeting that we had not received and of the issues. Zoning Administrator Oliver provided each Planning member a copy of the January 2, 2007, Regular/Public Meeting.

REZONING OF TOWNSHIP PROPERTY

We revisited this issue. Based on prior discussion, and feel that rezoning should be incorporated into the Master Plan as it comes along, using a "common sense approach". Cynthia Oliver passed out a Memo from Richard Oliver with his views on the subject.

Recess: 7:55 p.m.

Reconvene: 8.02 p.m.

#4 MOVED: by Marv Chappa, second by Brenda Case, to send a copy of Mr. Oliver's memo to the KCT Board. Motion carried.

COMPREHENSIVE PLAN

Marv Chappa passed out a corrected tally of the survey. Discussion held on the following:

- 1) How to best put in the changes.
- 2) When to seek professional help.
- 3) We still need some information re: new business permits, prison population, new housing, census etc. As this is the Oliver's busiest time, the time projected to get this information is in early April.

Chair Southwell stated that he had been to the Chippewa County EDC for updates and was referred by them to Regional Planning. We hope, via Cynthia Oliver, to get an updated data base from Regional Planning at little or no cost.

- 4) We continue to do the "legwork" to reduce KCT costs.
- 5) Chippewa International Airport has made and has plans to continue new changes.

We will need the changes made since the last Comprehensive Plan was made to include these updated improvements.

CORRESPONDENCE:

Rick Southwell passed around the MAP (Michigan Association of Planning) folder that had been in the Planning Commission box.

#5 MOVED: by Marv Chappa, second by Rick Southwell to send this MAP packet to the KCT Board via Ed DeWitt to have Rick Southwell, Chairman, and Brenda Case, Secretary, put on the mailing list. Motion carried.

Meeting adjourned at 8:49 p.m. Next meeting February 12, 2007, at 6:30 p.m.

Brenda Case, Secretary

**KINROSS CHARTER TOWNSHIP
PLANNING COMMISSION
REGULAR MEETING**

March 12, 2007

4484 W. Curtis Street

MEMBERS PRESENT:

Rick Southwell, Chair
Wes Jourden, Vice Chair
Brenda Case, Secretary
Ed DeWitt
Marv Chappa
Rick Jones
Dale Betlem

Chair Southwell called the meeting to order at 6:33 p.m.

#1 MOVED: by Wes Jourden, supported by Marv Chappa to approve the agenda. Motion carried.

#2 MOVED: by Marv Chappa, supported by Wes Jourden to approve the minutes of the February 12, 2007 meeting as read. Motion carried.

PUBLIC COMMENTS

None

NEW BUSINESS:

HOME OCCUPATION PERMITS (AND APPLICATIONS)

We discussed the varied type of businesses and/or occupations currently being operated in various homes - both inside and outside of the Special Assessment District. The current Home Occupation Permit does or does not apply in many cases. Some of the home based income producing areas are: Avon, Tupperware, the various catalog sales done via "home parties" - candle, micro-fibre, etc. Also we have day care operations, computer repair, web designs, auto repairs, etc. The current HOP (Home Occupation Permit) by definition specifically defines a Home Occupation as a gainful occupation conducted by members of the family only, within its' place of residence; provided that the area used (space) is incidental to residential use and that no article is sold or offered for sale except those produced by such home occupation. Such use shall not occupy more than 25% of the ground floor of the dwelling unit and no accessory building shall be used in the home occupation.

The above review helped us identify some flaws in the current HOP.

- 1) The fact that the product has to be actually produced by the applicant only (no employees).
- 2) No accessory buildings are allowed.
- 3) Businesses existing prior to 1999 are not covered.
- 4) We need to revisit ordinances to work on definitions, try to figure out how to separate the rural and/or higher density areas.
- 5) Verify or re-write to be able to actually enforce compliance/non-compliance.
- 6) Re-think the accessory building clause.

- 7) Retail sales and storage of materials used in a home occupation.
- 8) Signs.
- 9) Possible reduce the size of the actual HOP Application.

Chair Southwell encouraged each member to research and bring their findings on how best to address our HOP to our next meeting.

Wes Jourden left at 7:45 p.m.

Recess 7:50 p.m.

Reconvene 8:00 p.m.

BY-LAWS:

There is no provision as to excused or non-excused absences by members. Some members leave early. Brenda Case suggested that they should receive only one-half the per diem pay.

#3 MOVED: by Dale Betlem, supported by Brenda Case to allow our executive members (Chair, Vice-Chair & Secretary) do a majority win vote on excusing absences determination of half-pay for those leaving the meeting early. The vote was tied, 3 yeah and 3 nay, Motion DEFEATED.

COMPREHENSIVE PLAN:

We plan on continuing with the Public Meeting on April 9", 2007, at 7:00 p.m., starting our regular meeting at 6:30 p.m. Brenda is to verify with Supervisor Oberle that he will present the power point presentation and procure a purchase order for refreshment. It is also getting near to the point where we will need advice from perhaps the Regional Planner. Soon Cynthia Oliver will not be very busy with her other duties and will return to help us actually determine who, what or where our next steps will be.

RE: the letter from Supervisor Oberle requesting in writing the Planning Commission's input on the Re-Zoning of Properties Township-Wide based upon discussion of the Township Board dated 1/03/07. Brenda asked what reply she should send to Supervisor Oberle. The ensuing discussion resolved that addressing zoning issues will be done with the Master Plan.

We reviewed the Township Board Meeting Minutes, the Budget Report, the MTA papers, the DOT Sign & Letter size compliance notice and the Hand-Out from Supervisor re: Proposed Changes to the Fairgrounds. As the Fairground Plans were just received, this will be tabled until our next regular meeting so each member can study it's contents.

#4MOVED: by Marv Chappa, supported by Brenda Case to adjourn. Motion Carried.

Meeting adjourned at 8:43 p.m. to meet again on April 9", 2007, at 6:30 p.m.

Brenda Case, Secretary

**KINROSS CHARTER TOWNSHIP
PLANNING COMMISSION
REGULAR MEETING & PUBLIC HEARING**

April 9, 2007

MEMBERS PRESENT

Wes Jourden, Vice Chair
Ed Dewitt
Dale Betlem

MEMBERS ABSENT

Rick Southwell, Chair
Brenda Case, Secretary
Rick Jones
Marv Chappa

OTHERS PRESENT Jason Oberle, KCT Supervisor, Marvin Besteman, KCT Clerk, Cynthia Oliver, KCT Assessing, Planning & Zoning,

PULBIC David Nainan, Richard Donaldson, Lorna Snyder, Michael Macdonald, Phil Postma

Planning Commission did not hold their meeting due lack of a quorum.

Vice Chair Jourden called the Public Hearing for "KCT Comprehensive Plan" at 7:00 p.m.

Supervisor Oberle provided a power point presentation covering the results of the survey. Following the presentation the following topics were discussed:

Beautification i.e. Duke Lake area
Working with Tribal Residence
New Business Incentives
Streets and Sidewalks

Supervisor Oberle informed the Planning Commission that since they were unable to discuss and approve the Fairground Project he will present project to the KCT Board for discussion at their next scheduled meeting.

Moved by DeWitt, Second by Betlem to close Public Hearing

Adjournment: 8:15 p.m.

Brenda Case, Secretary

Minutes recorded by Cynthia Oliver

**KINROSS CHARTER TOWNSHIP
PLANNING COMMISSION
REGULAR MEETING**

July 9, 2007

4484 W. Curtis Street

MEMBERS PRESENT:

Wes Jourden, Vice Chair
Brenda Case, Secretary
Ed DeWitt
Rick Jones

ALSO PRESENT:

Cynthia Oliver
Don Bishop
Cathy Noel

Vice-Chair Jourden called the meeting to order at 6:31 p.m.

#1 MOVED: by Brenda Case, supported by Wes Jourden to approve the agenda with additions from Cynthia Oliver and Brenda Case. Motion Carried.

#2 MOVED: by Brenda Case, supported by Wes Jourden to approve the minutes as read of the May 14', 2007 meeting. Motion Carried.

PUBLIC COMMENTS:

- Don Bishop stated that he was here to learn, and was ready and willing to be put to work pending his being appointed by the Township Supervisor.
- Cathy Noel was again ready to present the County EDC Airport Approach Plan but agreed that it would be best to wait at least until the next meeting so that all members would could be equally informed. She also told us that she had brought her presentation materials to the Township Hall in June but the meeting had been cancelled.

NEW BUSINESS:

Election of Officers: Ed DeWitt nominated Wes Jourden for Chairman. Wes accepted. Rick Jones nominated Brenda Case for Chairman. Brenda declined. Wes was unopposed. Brenda Case nominated Rick Jones for Vice-Chairman. Rick accepted. No opposition. Rick Jones nominated Brenda Case for Secretary. Brenda accepted. No opposition. Brenda Case, secretary, cast a unanimous vote for all unopposed candidates. New officers are:
Chairman: Wes Jourden, Vice Chairman - Rick Jones, Secretary - Brenda Case

BY-LAWS SECTION 3.4 QUORUM:

Due to not having a full number of filled positions on the Kinross Planning Commission, Wes Jourden wrote a Proposed New Quorum for our By-Laws. (See Attachment #1) There was a lengthy discussion - Brenda felt that it did not look ethical for 2 or 3 people to conduct Township business and as our By-Laws were based on Ordinance #24 we should encourage the Township Supervisor and Board to fill the vacant positions with the applications they have on file immediately and continue to try to recruit new members. Wes stated the need to expedite the Comprehensive Plan, future possible rezoning, and our other business.

#3 MOVED: by Wes Jourden, supported by Ed DeWitt to change section 3.4 of the By-Laws to state *“A majority of the currently appointed membership of the planning commission not including vacant seats open. Four members shall constitute a quorum if a full commission in which all seven seats are filled. If only six seats are filled four shall constitute a quorum, if five seats are filled three shall constitute a quorum, if four seats are filled three shall constitute a quorum, if only three seats are filled two shall constitute a quorum.”* Roll Call vote 3 yeah and 1 no. Motion Carried.

Wes Jourden submitted proposed changes to the Home Occupation Application. Commission members reviewed the changes line by line. Wes will re-write the Proposed New Home Occupation with the recommended changes for review at our next meeting.

Items discussed at length were:

- 1) Ensuring only members of the family residing on the premises be allowed to do the "work".
- 2) Allowing a Home Occupation to be conducted using the dwelling, attached garage or unattached enclosed accessory building.
- 3) No visible outside storage of business related materials.
- 4) Some uses allowed by variances.
- 5) Prohibited Uses
- 6) Question as to liability re: Inspection of toxic or flammable materials, spray painting or spray finishing operations which involve toxic or flammable materials which in the judgment of the Fire Chief of the Kinross Charter Township Fire Department poses a dangerous risk to the residence, it's occupants, and/or surrounding properties. Home Occupations are generally zoned in a Residential area yet for Light Industrial District Zones our Ordinance states compliance is needed with applicable state and federal regulations.

ZONING ORDINANCE SECTION 2.02 DEFINITIONS:

Wes also wrote a Proposed New Definition of the Home Occupation. This was a lengthy discussion. It is obvious that the trend in society to work from home is not "what is made in the home", but rather is now a service type of industry. Some Service-Type Home Occupations brought up were: Music Lessons, Website design maintenance and repair, Computer repair, Child care, Counseling, landscape, snow removal, yard mowing, cleaning services out of a home. Crafting (ceramics, sewing & knitting classes, etc) Tax preparation, business accounting, medical transcription and Sign or Billboard Painting

The Planning Commission agreed to table this matter until our next meeting due to the fact that "service type occupations " versus retail sales need to be thoroughly researched and carefully thought out. Having resale or targeted sales related "stores" within a residential area could be problematic.

Recess: 7:39 p.m. - 7:47 p.m.

COMPREHENSIVE PLAN:

Wes passed out empty folders to each person to put their part of whatever section of the Comprehensive Plan they updated in.

#4 MOVED: by Wes Jourden, supported by Ed DeWitt to ask the KCT Supervisor to start the bid process for consultation to complete the Comprehensive Plan. Motion Carried.

RAB:

The RAB wants to meet with the Planning Commission and needs a date.

#5 MOVED: by Brenda Case to have this meeting with RAB at a special meeting when we have at least 2 more members and can give the RAB our total attention and time. No support, so motion declared null. No other date suggested.

Zoning Administrator Cynthia Oliver reported that there are Quarries operating without their proper Soil Erosion Permits and that she is trying to work with them but it is possible that Cease and Desist Notices will be issued. Cynthia Oliver also brought in Home Occupation Permits that were up for renewal with the applicable updating. They are:

Grandma's house (child care) Hart and Home (quilting) Dan's Taxidermy (taxidermy)

#6 MOVED: by Brenda Case, supported by Rick Jones to approve Grandma's House child care, Hart and Home quilting and Dan's Taxidermy Home Occupation renewals. Motion Carried.

Cynthia Oliver brought to our attention that a couple is interested in establishing and running a Pet Cemetery in KCT. They would like to know what is required to do this. We all need to do our part in researching this endeavor and it will be put on next month's agenda.

Also interested in locating in KCT is a couple who would like to open a fresh doughnut, coffee and specialty shop and possibly a deli - but require a drive-thru window. Cynthia asked us to help them find suitable property to lease. Suggestions were : Ed's old barbershop on the curve where IndoChina had a kitchen, Building 316 and possibly the old KCF Training Building.

Again, everyone needs to be involved in researching this request to give their findings/ report at our next meeting. Cynthia Oliver also encouraged everyone to become pro-educational and even take the Citizen Planner Classes online. The more education the Planning Commission has, the better it can serve the Township.

Brenda Case brought up that due to a member of the Planning Commission has to be on the ZBA that she would take that seat until we get more members then we could hold a vote. Wes Jourden reported that he had spoken with Supervisor Oberle and had told the supervisor that he wanted it.

#7 MOVED: by Wes Jourden, supported by Brenda Case to purchase a Roberts Rules of Order for the Planning Commission. Motion Carried.

Brenda will contact Sheila to have her order one for us via the vendor the Township uses.

Meeting adjourned at 9:05 p.m. to meet again on Monday, August 13th, at 6:30 p.m.

Brenda Case, Secretary

**KINROSS CHARTER TOWNSHIP
PLANNING COMMISSION
REGULAR MEETING**

August 13, 2007

4484 W. Curtis Street

MEMBERS PRESENT:

Wesley Jourden, Chair
Rick Jones, Vice-Chair
Brenda Case, Secretary
Ed DeWitt

MEMBERS ABSENT

Also, present Zoning Administrator Cindy Oliver.

The meeting was called to order at 6:40 p.m. by Chairman Wes Jourden.

#1 MOVED: by Ed DeWitt, supported by Brenda Case to approve the agenda with the following additions: Brenda's seminar she went to in Gaylord, pet cemetery, and Grandma's Day care. Motion Carried.

#2 MOVED: by Brenda Case, supported by Ed DeWitt to accept the July 9, 2007, meeting minutes as read. Motion Carried.

PUBLIC COMMENT

none

Quarries: Zoning Officer Cynthia Oliver gave a detailed report regarding the current status of the local quarries. Montgomery Aggregate is closed - the State has not leased it out. All the other quarries have Soil Erosion Permits that had lapsed last year but she has the "paperwork" indicating that they are taking steps to procure current permits. The THOMPSON quarry has no paperwork, she has sent them a letter, and will be visiting that property on Wednesday, August 15". There also is a gravel pit on Thompson Road that the access road is open, there is no gate and the ground is level. She will take action to ensure that these gates are locked.

Thompson Junk Yard:

Zoning Officer Cynthia Oliver gave us a "FYI" report indicating that further action is needed. She has done visits, sent letters, and has secured Township Board authorization to continue legal open zoning violation recourse. She has also informed Penny Emery Reid and June Thompson that until the open zoning violations are resolved KCT will not grant any future zoning permits, including their current Salvage Permit.

Cynthia Oliver also informed us that there is another "eyesore" belonging to Laura Shroyer, just south of Ploegstra Road that is in severe need of being cleaned up and that she will start the zoning enforcement process in the near future.

PLANNING COMMISSION APPOINTMENT RECOMMENDATIONS:

The first part of this discussion involved our appreciation to Township Supervisor Jason Oberle for the courtesy of sharing the application pool and considering our recommendations. We do wonder what happened to Don Bishop and researched the credentials that an applicant must have re: residency and voting status.

#3 MOVED: by Brenda Case, supported by Ed DeWitt to recommend Lorri Peake, Ron Munro, and Leo Wiley. 2 yes votes - 2 no votes. Motion declared null.

We continued our discussion and as no one personally knows Ron Munro (although Brenda did know that he was her Avon lady's husband) and that Leo Wiley had already been on the Planning Commission before and quit - that in good faith we could not recommend either and will defer approval to Supervisor Oberle.

#4 MOVED: by Rick Jones, supported by Wes Jourden to recommend Lorri Peake to Supervisor Oberle for placement on the Planning Commission. Motion Carried.

HOME OCCUPATION COMPLETION:

#5 MOVED: by Ed DeWitt, supported by Wes Jourden to approve changes to 3:13 and 3:13a Prohibited Uses. 2 yeah, 2 nays, Motion declared null.

Ed DeWitt requested reasons for the nay votes stating that "you cannot just vote no without a reason." The reason for the NO votes were given as follows"

- 1) Is the Fire Chief aware of this additional duty and does he have the necessary and/or qualifications and time to do these inspections?
- 2) Liability - if the Chief does issue - even though we have no check-list or form or permit re: these toxic or flammable materials - would the Township be liable for any damages that could occur with or without any harmful intentions by the Home Occupation applicant?
- 3) Is the Fire Chief even willing to take on this responsibility?

#6 MOVED: by Ed DeWitt, supported by Rick Jones to approve the changes as written and then submit it to the Fire Chief for review. Motion Carried.

FIRE WORKS RULES:

Brenda had these put into our packets for informational purposes due to the fact that the Home Occupation now has storage and/or sale of fireworks in quantities in it. Wes stated that these rules are changing due to State and Federal Budget deficits. Again, the Township's insurance carrier could become involved.

PLANNING COMMISSION TOOL KIT PURCHASE:

The Michigan Planner, not the MTA, has a Michigan Association of Planning Planning Commissioner's Toolkit for sale for \$30.00. This Toolkit contains information on record keeping, findings of fact, comprehensive plans, notification requirements, etc., and Brenda requested at the last meeting (July 9, 2007) we should purchase one for our use. Ed DeWitt wanted to know exactly what we would be getting for the \$30.00. Brenda asked Ed and all the other members to please go online, or call the MAP to find out for themselves as doing research on items in our packets is the responsibility of each Planning Commission Member - then share their research findings with the rest of us for final determinations. This will be on our agenda for September.

COMPREHENSIVE PLAN:

Once the bids have come in and one being chosen we will work with this "Advisor" to see what else we need to do. Plus we will need new maps, another Public Meeting. Brenda will send a request to Supervisor Oberle to start the bidding process.

OTHER BUSINESS:

Brenda gave a synopsis of the seminar she attended in Gaylord. She brought up the fact that our Zoning Ordinance was discussed and that rather than keep changing our Home Occupation we could consider a Home Based Business which covers non-resident dial uses in residential districts that would normally not be considered appropriate in residential areas. They are similar to home occupations but include activities that might be found only in commercial or industrial areas. The basic concept is that a business in run out of a home office but not actually done in the home. Examples are snow plowing contractors, lawn and garden contractors, builders, excavators, cleaning companies and some multi-level marketing industries Avon, Pampered Chef, CandleLight, etc. These businesses are based on the same premises as a single family dwelling which is clearly an incidental and secondary use of the dwelling, but conducted primarily in other locations off the property. As we move further into the 21' century the zoning ordinances need to reflect not only the changes in technology but the changes in the workplace, limited home occupation functions such as the home office. Home Based Business are not designed to permit retail type businesses in residential neighborhoods. Also mentioned was the "Overlay Zones" to treat individual properties in zoned areas the same - causing uniformity in zoning, implementation of uses, access management, design/layout, signs, landscaping for specific areas, landscaping and the affect on underlying zoning. And, as always, we need to keep learning, know our zoning, understand the laws and apply our ordinances fairly and impartially to all.

PET CEMETERIES:

We all need to do more research to enable our Township to adopt an Ordinance for this matter. Brenda brought in what she had - all cemeteries have to be in agriculture-zoned areas. Crematories have to have and follow the DEQ rules. Brenda did advise that when we write this ordinance to ensure that the crematory is only run during daylight hours, as from personal experience, using one during the night has caused false fire alarms and concerns from nearby people as the red glow does *affect* the night sky .

GRANDMA'S DAY CARE:

While at the training seminar in Gaylord, Brenda was made aware by the instructor, Steve Langworthy - who has over 30 years experience in Planning and Zoning - that Day Care Centers do not come under the Home Occupation as they are duly licenced and registered with the State. We need to do some serious research to find the exact wording on this matter. As Grandma's Day Care is the only KCT daycare center to have the Home Occupation Permit and that has paid the accompanying fees - we really need to get on this. Taking money from one, and no others is not just and/or fair. Even though State Licenced Day Care centers do not need a Home Occupation Permit - it might be feasible to ensure that a complete and up-to-date list of their locations is on file.

DBA:

Cynthia Oliver brought up the fact that every person/business doing business in KCT should have a DBA on file in the office. (Doing Business As). We might want to discuss this with Clerk Besteman and/or Township Council to see if this can be published for public knowledge.

ETHICS TRAINING EDUCATION KNOWLEDGE AND APPLICATION:

Brenda brought up a significant section of the training seminar and advised all members of our Planning Commission to keep in mind. We need to keep accurate and complete records, use consistent rules and procedures, treat everyone fairly and consistently. Our goal is to serve the citizens of KCT and to do that we need to become educated as much as possible. Going to training seminars, reading, and sharing knowledge is important. Our communication skills - not only with each other, but with the public needs to be done reflecting professionalism and courtesy.

Our Township needs to be assured that none of us have a "personal agenda" and that our ethics are above reproach. If a matter comes before us - that could in any way be considered by the public that any of us would or could benefit from - then we need to follow the rules re: "conflict of interest" and present ourselves in the best possible light.

LATE ARRIVAL OF PLANNING COMMISSION PACKETS:

Wes reported that it is difficult for him to do research on our meeting agenda as his packet does not arrive until late on Monday afternoon. It was suggested to him to pick his up at the KCT Hall on Fridays but his employment hours do not allow that.

CORRESPONDENCE:

We went over the letters and photos from Cynthia Oliver re: Polegstra Road property violations

Cynthia also passed out copies of the upcoming Community Workshop for the Kinross Charter Township Recreation Plan to be held Tuesday, August 21, 2007, from 7:00 p.m. - 9:00 p.m. at the Kinross Township Hall, 4884 W. Curtis, for Ideas and Brainstorming. This meeting is to help the KCT prepare it new Recreation Plan and we should all try to attend.

#7 MOVED: by Brenda Case, supported by Rick Jones to adjourn. Motion Carried.

The meeting adjourned at 8:43 p.m. to meet again on Monday, September 10", at 6:30p.m.

Brenda Case, Secretary