

**PLANNING COMMISSION
REGULAR MEETING & NUISANCE ORDINANCE PUBLIC HEARING**

January 12, 2015

4884 W. Curtis St.

MEMBERS PRESENT

Arthur Brood, Chairman
Carolyn Hall, Vice Chairman
Barbara Hampton, Commissioner
John Kane, Secretary
Kathy Noel, Township Board Trustee

MEMBERS ABSENT

Also present: Judy Wright. Chairman Brood called the meeting to order at 6:35 PM.

#1 MOVED: by Carolyn Hall, second by Kathy Noel, to approve the agenda as presented.
Motion carried.

#2 MOVED: by John Kane, second by Carolyn Hall, to approve the minutes of November 10, 2014. Motion carried.

CHAIRMAN'S REMARKS

I have prepared a summary of the Commission's actions for the year of 2014. In preparation for our Master Plan review I met with Nathan Fazer from Regional Planning.

OPEN PUBLIC HEARING 6:45 PM

There were no written or oral comments either for or against the proposed changes to Ordinance #1.109.

OLD BUSINESS

The budget worksheet was reviewed. The general consensus was that more funding may be needed for publishing the updated Master Plan, but that a future adjustment could be made to accommodate this possible need.

NEW BUSINESS

Beginning the Master Plan review process, the following items need to be examined:

- Capital Improvement Plan
- Goals and objectives
- Future land use
- Census information

Chairman Brood distributed Check List #1H: The Five-Year Plan Review (prepared by MSU Extension Land Use) for members to utilize throughout the review process. Census information from the American Community Survey website was compared to information in the 2009 Plan. There was considerable discussion of how much detail should be put into the plan. Judy will

attempt to locate a copy of the prior Master Plan and any other townships' plans that might help the members. Pages 9-12 of the Check List contain information about what needs to be included in the Master Plan. Members will be reviewing these pages to discuss in greater detail at the February meeting.

Commissioner Hampton arrived at 7:00 PM.

PUBLIC HEARING CLOSED 7:00 PM

#3 MOVED: by Kathy Noel, second by John Kane, to recommend that the Township Board change the name of Ordinance #1.109 to the Nuisance Ordinance and incorporate the revised sections 3 and 4 to include regulations regarding noxious weeds and unkempt yards. Motion carried.

Meeting adjourned at 8:15 PM. Next meeting will be Monday, February 9, 2015, at 6:30 PM.

John Kane, Secretary

Minutes taken and typed by Judy Wright

**KINROSS CHARTER TOWNSHIP
PLANNING COMMISSION
REGULAR MEETING**

February 9, 2015

4884 W. Curtis St.

MEMBERS PRESENT

Arthur Brood
Kathy Noel
Barb Hampton

MEMBERS ABSENT

John Kane
Carolyn Hall

Meeting convened at 6:30 p.m.

No formal action was taken on any items due to lack of a quorum.

Members present discussed a plan to proceed with Master Plan review. Items detailed below.

1-Neighboring Townships need to be notified that we are beginning a review of the Master Plan.

2-Areas of the plan that we will focus on to update.

- p. 35-54, the statistical data on census population, refer to Regional Planning data.
- Wellhead Protection Plan: referring to DPW to see if their plan has been updated.
- p. 11-134, Community Recreation section: referring to Recreation Committee which in the process of updating the plan. Should be ready by May or June.
- p. 137-138 Transportation and Communication Infrastructure: Kathy is checking with County Road Commission for any updates.
- Ch. 6, Future Land Use, check to see if information is still accurate.

3-Edit language referring to Turner Howsen and RJ Wallis schools.

4-Edit language referring to Edison Sault Electric.

Meeting adjourned at 7:30 p.m.

Next meeting will be Monday, March 9, 2015, at 6:30 p.m.

Arthur Brood, Chairman

**KINROSS CHARTER TOWNSHIP
PLANNING COMMISSION
REGULAR MEETING**

March 9, 2015

4884 W. Curtis St.

MEMBERS PRESENT

Arthur Brood
Kathy Noel
Carolyn Hall

MEMBERS ABSENT

John Kane
Barb Hampton

Also present: Judy Wright. Chairman Brood called the meeting to order at 6:40 PM.

#1 MOVED: by Carolyn Hall, second by Kathy Noel, to approve the agenda as presented.
Motion carried.

#2 MOVED: by Kathy Noel, second by Carolyn Hall, to approve the minutes of January 12, 2015, and February 9, 2015. Motion carried.

After corresponding with Nathan Fazer, EUPRPDC Senior Planner, the Commission will proceed with the intention that this update to the Master Plan will be an addendum.

The following areas of the update process were discussed:

1-Neighboring Townships have been notified that we are beginning a review of the Master Plan.

2-Areas of the plan that we will focus on to update (page numbers refer to the 2009 Plan).

- p. 35-54: A rough draft of updates to the statistical data on census population was reviewed. Items highlighted in yellow are the most current information available. Two items, highlighted in blue, were determined to be unnecessary and will be deleted. In addition, the two paragraphs beginning at the bottom of page 41 with *"Median age, both sexes, in the Township in 2000..."* through the upper portion of page 42 ending with *"...There was a positive net migration in years 2002 (187 people) and 2005 (84 people)."* should also be eliminated.
- Wellhead Protection Plan: DPW has not updated this plan as of this date.
- p. 11-134, Community Recreation section: the Recreation Committee is in the process of updating the plan. Should be ready by May or June.

- p. 137-138 Transportation and Communication Infrastructure: Regional Planning's 2012-13 Update to the 2010-2015 Comprehensive Economic Development Strategy contains needed information on page 59.
- Ch. 6, Future Land Use: The Township Assessor, Dave Kauer, will be contacted about the accuracy of the maps that were generated with the 2009 Master Plan. Additionally, the zoning designations on the maps need to align with the zoning districts in the ordinance.
- Table of Contents: This will be the last item updated.

Commissioners will concentrate on editing school references, updating business listing, and changing the name of the electric utility to Cloverland Electric for the upcoming month.

Meeting adjourned at 7:30 p.m.

Next meeting will be Monday, April 13, 2015, at 6:30 p.m.

Arthur Brood, Chairman

Minutes taken and typed by Judy Wright

**PLANNING COMMISSION
REGULAR MEETING**

April 13, 2015

4884 W. Curtis St.

MEMBERS PRESENT:

Arthur Brood
Barbara Hampton
John Kane
Kathy Noel

MEMBERS ABSENT:

Carolyn Hall, Vice Chairman

CALL TO ORDER:

Chairman Brood called the meeting to order at 6:30 p.m.

#1 MOVED: by Kathy Noel, second by Barbara Hampton, to approve the agenda as presented. Motion carried.

#2 MOVED: by Kathy Noel, second by John Kane to approve the minutes of the March 9, 2105, meeting. Motion carried.

CHAIRMAN'S REMARKS:

- (1) Our review and update to the Township Master Plan might take until later this summer. We are waiting for inputs from various committees.
- (2) The chairman will not be here for the July meeting.

OLD BUSINESS:

Master Plan Review:

- A. The zoning and future use maps are not aligned and difficult to orient.
- B. Kathy Noel updated pages 35-54 of the Township Profile.
- C. The wellhead protection map needs to be updated by DPW.
- D. The Planning Commission can produce an addendum to the Master Plan instead of a complete rewrite.

NEW BUSINESS:

Maps:

- A. The township zoning maps and ordinances are now aligned.
- B. We can't change zoning codes to standardize them across our region.
- C. We are trying to align zoning titles between township zoning maps and future land use maps.
- D. Chairman Brood will contact the Chippewa County Planning Commission

about getting a copy of the Kinross Township Map with acetate overlay for our planning commission's use.

- E. Chairman Brood will invite Dave Kauer meetings once we have a good map of the township.
- F. We must work to align the present zoning map before we try to align the future use map.

ADJOURNMENT:

There being no further business the meeting was adjourned at 7:30 p.m.

John A. Kane, Secretary

Planning Commission

Meeting Canceled

May 11, 2015

**PLANNING COMMISSION
REGULAR MEETING**

June 8, 2015

4884 W. Curtis St.

MEMBERS PRESENT:

Arthur Brood
John Kane
Kathy Noel

MEMBERS ABSENT:

Carolyn Hall
Barbara Hampton

Also present: Judy Wright & one community member.

CALL TO ORDER:

Chairman Brood called the meeting to order at 6:35 PM

#1 MOVED: by Kathy Noel, second by John Kane, to approve the agenda as presented.
Motion carried.

#2 MOVED: by Kathy Noel, second by John Kane to approve the minutes of the April 13, 2015, meeting. Motion carried.

CHAIRMAN'S REMARKS:

- (1) We should have an updated recreation plan by September.
- (2) The chairman has canceled the July meeting due to his extended absence from the community and the lack of new material for the Master Plan review.

OLD BUSINESS:

Hopefully the Master Plan review will be completed by December of this year.

NEW BUSINESS:

#3 MOVED: by Kathy Noel, second by Arthur Brood to retain the same officers for the year, provided that Arthur Brood is reappointed to the Commission.
Motion carried.

ADJOURNMENT:

There being no further business the meeting was adjourned at 6:50 PM.

John A. Kane, Secretary

Planning Commission

Meeting Canceled

July 13, 2015

**PLANNING COMMISSION
REGULAR MEETING**

August 10, 2015

4884 W. Curtis St.

MEMBERS PRESENT:

Arthur Brood
John Kane
Kathy Noel
Barbara Hampton

MEMBERS ABSENT:

Carolyn Hall

CALL TO ORDER:

Chairman Brood called the meeting to order at 6:40 PM

#1 MOVED: by Kathy Noel, second by Barbara Hampton, to approve the agenda as presented. Motion carried.

#2 MOVED: by Kathy Noel, second by John Kane to approve the minutes of the June 8, 2015, meeting. Motion carried.

The oath of office was administered by Deputy Clerk Wright to Commissioner Brood and Commissioner Hampton.

CHAIRMAN'S REMARKS:

- We have had an unusually light agenda for the summer season.
- Bacco Construction has secured a special use permit for an asphalt plant at Norris Contracting's gravel pit.

OLD BUSINESS:

Master Plan – The Rec Plan will be scheduled for a public hearing soon. After it is adopted we will be able to proceed with the update to the Master Plan.

NEW BUSINESS:

Topo maps of the Township, which include addresses of existing buildings, were presented to the Commission and hung on the wall of the conference room.

Commissioner Hampton will be furnishing FEMA flood plan information at a future meeting.

ADJOURNMENT:

There being no further business the meeting was adjourned at 7:10 PM.

John A. Kane, Secretary

Minutes taken & typed by Judy Wright

Meeting Cancellation

*The September 14, 2015, Planning
Commission meeting is canceled.*

*The next regular meeting is scheduled for
Monday, October 12, 2015, at 6:30pm.*

**PLANNING COMMISSION
REGULAR MEETING**

October 12, 2015

4884 W. Curtis St.

MEMBERS PRESENT:

Arthur Brood
John Kane
Kathy Noel
Barbara Hampton

MEMBERS ABSENT:

Carolyn Hall

Also present, Supervisor Moore, Tom Sibbald, Herman Calkins, Tim McLean, and Judy Wright.

CALL TO ORDER:

Chairman Brood called the meeting to order at 6:05 PM

#1 MOVED: by Kathy Noel, second by Barbara Hampton, to approve the agenda as presented. Motion carried.

#2 MOVED: by Kathy Noel, second by John Kane to approve the minutes of the August 10, 2015, meeting. Motion carried.

CHAIRMAN'S REMARKS:

- Thanks for adjusting your schedules to accommodate the earlier meeting time tonight.

OLD BUSINESS:

Master Plan – The Rec Plan has been adopted by the Board. The Wellhead Protection Plan requires no updating. The Commission needs to follow up with the Regional Planning about anything that might affect the plan. Since road improvements are initiated at the Township level there is no need to contact the County Road Commission about their five year plan. The Township Supervisor will be contacted for input. Descriptions on the former “Future Land Use” maps need to be aligned with the Zoning Ordinance.

Downtown Development Authority – Trustee Noel reported that as a municipality, the Township can now apply for the same grants that were formerly only available to DDA's. These grants are of particular interest for improvements along M-80. More information will be available at a future meeting.

NEW BUSINESS:

Used Vehicle Dealer License – Tom Sibbald, of Sibbald's Sales & Service, Inc., informed the Commission that he wanted to reinstate his used vehicle dealer's license to obtain vehicles for customers on an as requested basis. As there has been no change in the zoning on his property, the Commission saw no reason not to approve his request.

Substation Relocation – Tim McLean, of Cloverland Electric, asked if they would be able to build a new substation at property they are trying to purchase that is located east of the railroad tracks and north of the Township’s Carpenter Shop. In checking the zoning, the Commission found the area to be zoned Industrial. In this zone, utility facilities are a permitted use.

Clean-up of Burned Building – Zoning Administrator, Herman Calkins, told the Commission that he had spoken with the owners of the Jack Pine Bar about their plans for cleaning up the burned down structure. They could not offer any projected time for clean-up as they have not resolved their claim with their insurance company. The Dangerous Building Ordinance (#1.22) may provide an avenue for resolution. Mr. Calkins will pursue this option.

PUBLIC COMMENT:

Commissioner Hampton will have the FEMA flood plan map at the next meeting. A Blight Ordinance may need to be one of the projects for the upcoming year. A way to enforce the no vehicles regulations at Duke Lake is needed.

ADJOURNMENT:

There being no further business the meeting was adjourned at 7:00 PM.

John A. Kane, Secretary

Minutes taken & typed by Judy Wright

**PLANNING COMMISSION
REGULAR MEETING**

November 9, 2015

4884 W. Curtis St.

MEMBERS PRESENT:

Arthur Brood
John Kane
Kathy Noel
Barbara Hampton
Carolyn Hall

MEMBERS ABSENT:

Also present Judy Wright.

CALL TO ORDER:

Chairman Brood called the meeting to order at 6:30 PM

#1 MOVED: by John Kane, second by Kathy Noel, to approve the agenda as presented. Motion carried.

#2 MOVED: by Kathy Noel, second by Barbara Hampton to approve the minutes of the October 12, 2015, meeting. Motion carried.

CHAIRMAN'S REMARKS:

- I would like to hold the December meeting on Tuesday, December 8th, at 6:30 PM, due to other commitments if no one has any objections.

NEW BUSINESS:

FEMA Flood Plain – Commissioner Hampton provided members with copies of *Floodplain Management Guidebook for Local Officials and Others* and a listing of the communities participating in the national plan. In 2016 some residents may be required to carry flood insurance. If the Township does not participate in the national plan flood insurance will cost them considerably more money.

Budget Worksheet – The Commissioners would like to have \$200.00 moved from travel expenses to the zoning administrator's wages.

Garbage & Litter Control Ordinance (#1.110) – After some discussion it was decided to put off making any changes in the ordinance until after all the new receptacles are distributed. Input from the Township Board would be very helpful.

PUBLIC COMMENT:

There is a "Target Market Analysis Tutorial" at 10:30 AM on Friday, November 13th at Bayliss Library.

ADJOURNMENT:

There being no further business the meeting was adjourned at 7:07 PM.

John A. Kane, Secretary

Minutes taken & typed by Judy Wright

Planning Commission

Meeting Canceled

Dec. 14, 2015