

**PLANNING COMMISSION
REGULAR MEETING**

February 10, 2025

4884 W. Curtis St.

MEMBERS PRESENT:

Arthur Brood
Judy Wright
Carolyn Hall
Nate Beery
Barbara Hampton

MEMBERS ABSENT:

John Kane

Also present: Katie Murray

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

MOTION #1: by Barbara Hampton to approve the agenda. Seconded by Judy Wright. Motion carried.

MOTION #2: by Judy Wright, seconded by Carolyn Hall, to approve the minutes for December 9, 2024. Motion carried.

CHAIRMAN'S COMMENTS:

NEW BUSINESS:

Fee Schedule: The last time the fee schedule was updated, it was increased by 10% to account for how long it had been since the last increase. That does not feel called for this time, as it has only been two years. A 5% increase feels adequate, rounded to the nearest dollar to simplify payments.

MOTION #3: by Barbara Hampton, seconded by Nate Beery, to increase fees across the board by 5%, rounded to the nearest dollar. Motion carried.

Review Mobile Food Vending Permit Application: Checking the ordinance finds that the latest version does refer to a mobile food vending permit, and not a business registration permit. The ordinance will not need to be adjusted.

Arthur Brood investigated the permits and costs of other municipalities. On review, members of the planning commission agreed that \$150.00 for the calendar year seems perfectly in line with what other municipalities are doing.

The design of the application is reviewed, and no problems are identified. The application can be put into use immediately.

OLD BUSINESS:

Review Mobile Food Vending Ordinance: Carlos Molina has complained about ordinance compliance, particularly around trash cans. However, investigation found that the primary failure to comply was on a particularly windy day. Food trucks set up on that day were not able to have their trash cans out due to the high winds. There does not appear to be an ongoing compliance issue, and additional penalties should not be needed.

Battery Energy Storage Systems: A lot of the facts point towards there not being a need to spend immediate time on this issue. As with quarries, what local zoning can do is limited. Without any sign of local interest, this issue can be addressed if it ever becomes relevant.

Meeting adjourned at 7:00 PM.

Carolyn Hall, Secretary

Minutes typed by Katie Murray

**PLANNING COMMISSION
REGULAR MEETING**

May 12, 2025

4884 W. Curtis St.

MEMBERS PRESENT:

Arthur Brood
Judy Wright
Carolyn Hall
Nate Beery
Barbara Hampton
John Kane

MEMBERS ABSENT:

Also present: Katie Murray

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

MOTION #1: by Barbara Hampton to approve the agenda. Seconded by John Kane. Motion carried.

MOTION #2: by Carolyn Hall, seconded by John Kane, to approve the minutes for February 10, 2025. Motion carried.

CHAIRMAN'S COMMENTS:

Arthur wrote a letter to Carlos Molina to explain some of the reasoning behind the Planning Commission's decisions with regard to the Mobile Food Truck Vending Ordinance.

NEW BUSINESS:

Election of Officers: All members are willing to remain on the Planning Commission.

MOTION #3: by John Kane, seconded by Judy Wright, to re-elect all candidates to their current positions. Motion carried.

Unattended Fires: Doug Besteman mentioned that he could not find a specific ordinance forbidding unattended fires. Section 5 of Ordinance 1.110 does mention some restrictions on fires, including specifying the size of the fire ring in use.

Arthur Brood is not convinced this is a problem widespread enough to add to any ordinances. As of right now, it seems acceptable to defer to the DNR, and to simply speak to anyone who seems to be leaving fires unattended. A reminder can also be posted in the monthly newsletter to observe fire safety rules.

Meeting adjourned at 7:00 PM.

Carolyn Hall, Secretary

Minutes typed by Katie Murray

**PLANNING COMMISSION
REGULAR MEETING**

August 11, 2025

4884 W. Curtis St.

MEMBERS PRESENT:

Arthur Brood
Judy Wright
Nate Beery
Carolyn Hall

MEMBERS ABSENT:

John Kane
Barbara Hampton

Also present:

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

MOTION #1: by Judy Wright to approve the agenda. Seconded by Nate Beery. Motion carried.

MOTION #2: by Nate Beery, seconded by Judy Wright, to approve the minutes for May 12, 2025. Motion carried.

CHAIRMAN'S COMMENTS:

NEW BUSINESS:

Ordinance Review: Mark Rice requested a review of ordinances to determine if there was anything in place to protect the township from potential issues around bitcoin generators.

It was determined that ordinance 1.109 section 3 subsection B number 12 should read as follows:

The operation of any technology, machinery, equipment, or mechanical device, so as to emit loud noise, which is disturbing to the quiet, comfort, or repose of any person.

MOTION #3: by Arthur Brood, seconded by Judy Wright, to add technology to ordinance 1.109 and remove the word 'unreasonably'. Motion carried.

OLD BUSINESS:

Meeting adjourned at 8:00 PM.

Carolyn Hall, Secretary

Minutes typed by Katie Murray

**PLANNING COMMISSION
REGULAR MEETING**

September 08, 2025

4884 W. Curtis St.

MEMBERS PRESENT:

Arthur Brood
Judy Wright
Carolyn Hall
John Kane
Barb Hampton
Nate Beery

MEMBERS ABSENT:

Also present: Jeannie Masterson, Deb & Bill Young, Carlos Molina

Arthur called the meeting to order at 6:30 PM.

MOTION #1: by John Kane to approve the agenda. Seconded by Carolyn Hall. Motion carried.

MOTION #2: by John Kane, seconded by Judy Wright, to approve the minutes for August 11, 2025. Motion carried.

NEW BUSINESS:

Mobile Food Vending Ordinance: Jeannie Masterson requested a different fee for one-time events. The golf course had to pay the fees to have a food truck available to provide food for events, as otherwise there would not have been food. There have also been food trucks stating they will not come to Kinross because they would need to pay the annual fee.

Arthur said that the commission would investigate the possibility of creating one-time permits.

The Youngs brought up the fall festival, and their desire to see a special event fee for that event.

Arthur explained that nothing would be done in time for this year's fall festival, but it would possibly be in place by Spring of next year.

Carlos Molina requested that the ordinance be modified with a buffer zone around brick and mortar food establishments.

Water Usage: Mark Rice asked that the board look into water usage in commercial and industrial zoning. The current ordinance on discharge is under ordinance 1.131 article 3 section 301.

Meeting adjourned at 8:00 PM.

Carolyn Hall, Secretary

Minutes typed by Katie Murray

**PLANNING COMMISSION
REGULAR MEETING**

October 13, 2025

4884 W. Curtis St.

MEMBERS PRESENT:

Arthur Brood
Barbara Hampton
Carolyn Hall
Nathan Beery

MEMBERS ABSENT:

John Kane
Judy Wright

Also present: Katie Murray, Doug Besteman

Arthur Brood called the meeting to order at 6:30 PM.

MOTION #1: by Nathan Beery to approve the agenda. Seconded by Barbara Hampton. All in favor, motion carried.

MOTION #2: by Carolyn Hall, seconded by Nathan Beery, to approve the minutes for September 8, 2025. All in favor, motion carried.

CHAIRMAN'S COMMENTS:

The planning commission will need to start looking at the zoning master plan soon. It will not be discussed at this meeting, as the agenda is already full.

NEW BUSINESS:

Zoning Officer Report: Doug gave the commission an update on how things have been going since he started as zoning officer. Food trucks have been a major issue, with many food trucks not wanting to pay for permits, and many property owners believing trucks they've invited should not need to pay. He also anticipates future legal action resulting from ordinance violation citations. Otherwise, things are going well and most property owners are willing to work with him without escalation.

Zoning Districts: Mark came to Arthur to discuss the new fire hall, because none of the zoning currently accommodates any public safety buildings. Arthur feels that this should fall under special use for any and all zoning districts. Because it would be special use, it would still need to go through the commission, the board, and a public approval process that would allow members of the public to object.

MOTION #3: by Barbara Hampton, seconded by Carolyn Hall, to list public safety buildings under acceptable special uses for all districts. All in favor, motion carried.

Water Ordinance: There is some confusion around ordinance 1.123, as none of the members have copies. It appears to be superseded by ordinance 1.131, as the combined water and sewer ordinance was created seven years after the water ordinance. The ordinance is too long to be covered at this meeting.

The Tribe has complained about the township's policy of keeping outstanding bills with the property owners rather than renters. They feel they are being left responsible for too many unpaid bills. Questions arose regarding the affidavit mentioned in the ordinance. There has been some discussion of creating a summary sheet to give to property owners to explain their responsibilities, rights, and recourses. Consideration should also be given to whether individuals leaving the township with outstanding bills should be flagged in some manner to require full repayment before turning on water at any new address.

More research will need to be done into which policies are from our ordinance, and which are dictated by the state. In the meantime, property owners will need to use the affidavit as a recourse already provided to them.

OLD BUSINESS:

Mobile Food Vending Ordinance: It has been requested that the ordinance be modified so that the annual permit expires based on the purchase date rather than the calendar year, and that shorter-term permits should be available. Arthur and Barbara both did extensive research on the policies and fees of other cities and townships.

It was found through research that almost all other cities have a designated area for long-term food truck parking. There are also provisions for distance from brick-and-mortar restaurants, as well as mandatory liability insurance policies. The state of Michigan requires a business license, mobile food facility permit, health permit, and sales tax permit.

Fees need to cover the administrative cost, but also potential future legal costs.

A requirement for a million dollar liability insurance policy can be added to section 8 of 1.142. Kinross Charter Township will not need to be listed as a rider, as it's assumed trucks would be traveling between many small towns and this would not be a reasonable request.

Google Earth is consulted in order to determine a reasonable distance requirement. 100 yards is determined to be reasonable. This can go under the requirements section.

The expiration date under section 5 can be changed from the calendar year to one year from the date of issuance.

Carolyn states that \$150.00 still feels reasonable for an annual pass, particularly when considering the cost of property taxes during that same period for a brick-and-mortar restaurant owner. A \$20 daily pass, the cost of which can be put towards an annual pass that expires from the date of the daily pass's issuance, is decided on as a daily option for events etc.

A seasonal pass is suggested for summer only, as so many trucks only operate during the summer months. The seasonal pass would be \$100.00 for May 15th to October 15th, expiring on October 15th of the year of issuance. Daily passes could not be put towards to the cost of a seasonal pass.

MOTION #4: by Barbara Hampton, seconded by Carolyn Hall, to amend ordinance 1.142 to add a requirement for a million dollar liability insurance policy, mandate a distance from brick-and-mortar restaurants of 100 yards, change the expiration date from the calendar year to a year from issuance, and add both daily and seasonal permits. All in favor, motion carried.

Meeting adjourned at 8:07 PM.

Carolyn Hall, Secretary

Minutes typed by Katie Murray

**PLANNING COMMISSION
REGULAR MEETING**

November 10, 2025

4884 W. Curtis St.

MEMBERS PRESENT:

Arthur Brood
Barbara Hampton
Nate Beery
Judy Wright
Carolyn Hall

MEMBERS ABSENT:

John Kane

Also present:

Arthur Brood called the meeting to order at 6:30 PM.

MOTION #1: by Carolyn Hall to approve the agenda. Seconded by Judy Wright. Motion carried.

MOTION #2: by Barbara Hampton, seconded by Nate Beery, to approve the minutes for October 13, 2025. Motion carried.

NEW BUSINESS:

Budget Worksheet: After reviewing the budget, it was decided to carry the same budget over into the next year.

OLD BUSINESS:

Zoning Map: Jeff Hagan will need to be contacted to determine if the future maps have become the current maps in the new master plan.

Water Ordinance: The water ordinance was reviewed, but the review will need to continue at the next meeting.

Meeting adjourned at 8:00 PM.

Carolyn Hall, Secretary

Minutes typed by Katie Murray