



# DEXTER TOWNSHIP

## PLANNING COMMISSION

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### MEETING OF THE ZONING ORDINANCE REVIEW COMMITTEE (PIZZA CLUB) June 9, 2015

Present: James Drolett (*Zoning Board of Appeals*), Tom Ehman (*Planning Commission*), Mike Howard (*Board of Trustees*), Tom Lewis (*Planning Commission*), and Brook Smith (*Zoning Board of Appeals*).

Also present: DPZ Zach Michels (*Director of Planning and Zoning*) and Harley Rider.

Absent: None.

The meeting was called to order at 6:03 pm.

**I. Approval of Agenda** - The agenda was amended by deleting discussion on the Parking Article and adding discussion concerning a summer sabbatical for the Committee.

**II. Public Comment** - *Public comment was received throughout the meeting with the consent of the Committee.*

### III. Action Items -

#### 1) Amendment Article

*All of the references below are taken from draft 05.13.2015.*

No changes were made to §x.05 Intent and Purpose.

The Committee decided to keep the general amendment process, zoning map amendment, and text amendment sections separate.

In §x.10 General Amendment Process, the following changes were made:

(B) Application will be amended by deleting “and accurate” from the first sentence.

(G) Applicant’s Responsibilities will be amended by deleting “a zoning map amendment affects eleven (11) or more properties or.” Public notice signs will be required for all zoning map amendments except for replacement of the Official Zoning Map.

(I) Planning Commission Review and (J) Township Board Actions will be amended by placing the bulk of the review criteria in the zoning map amendment or text amendment sections with a reference from the general amendment process section. This will result in a longer text, but it should be easier for individuals to use.

(I)(4) Timely Review will be amended by replacing “take action” with “make a recommendation.” This better reflects what the Planning Commission does for ordinance amendments.

(I)(5) Forward to Township Board will be amended by replacing “final action” with “making its recommendation.” This better reflects what the Planning Commission does for ordinance amendments.

(J) Township Board Actions will be amended by adding “to the Planning Commission” to the end of the sentence.

(J)(3) Additional Reviews will be amended for each section, zoning map or text amendments. For zoning map amendments, the Township Board will have to act on what was forwarded to it by the Planning Commission without making any changes.

In §x.15 Zoning Map Amendment, the following changes were made:

Details will be added to (B) Planning Commission Review and (C) Township Board Review from §x.10 (I) and (J).

(D)(1) Master Plan will be amended from “generally consistent with” to “generally compatible with.”

(D)(5) Demonstrated Need will be deleted.

In §x.20 Zoning Text Amendment, the following changes were made:

Details will be added to (B) Planning Commission Review and (C) Township Board Review from §x.10 (I) and (J).

(D)(1) Master Plan will be amended to read, “The zoning text amendment shall be generally compatible with the goals, policies, and future land use map of the Master Plan.”

No changes were made to §x.30 Amendment Required by Court Decree.

In §x.40 Petition, the following changes were made:

The title will be changed to “Petition for Referendum.”

“for referendum” will be added following “petition” within the text.

## 2) Administration Article

*All of the references below are taken from draft 06.02.2015.*

No changes were made to §x.05 Intent and Purpose.

In §x.10 Staff Duties, the following changes were made:

(A) Issue Permits will be amended by deleting the various types of permits; they will just be referenced as a generic permit.

(C) Review of Applications will be amended by adding “Zoning” after “Director of Planning.”

(F)(2) Obstruction will be amended by changing “shall” to “may.”

(I) Reports will be amended by changing “reports” to “submit reports.”

(J) Professional Review will be amended by changing “shall” to “may,” the Dexter Area Fire Department will be added to the list of reviewing agencies, and “ordinance” will be added after Township.

In §x.15 Permits, the following changes were made:

(A) Zoning Permit Required will be changed by deleting “Clearing and.” It was also mentioned that it might be good to develop a definition of clearing that would describe it as the significant removal of plant materials to allow for the development of property, excluding tree farming and general agriculture.

(B) Special Land Use will be deleted.

(F) Building Permit will be amended by deleting “Clearing and.”

(G) Natural River Permit will be tagged for future attention.

(K) Expiration will be amended to allow for an extension of up to 6 months if the applicant has made a good faith effort to complete the work and is likely to complete it in that time.

(L)(1) Criteria will be amended to add an error criteria for when the permit was issued in error.

(L)(1)a Compliance will be amended from “permit” to “applicant.”

(L)(2) Notice will be amended to clarify what “in writing” means, including a posting on the property and a letter.

The Committee decided to use the terms “preliminary certificate of zoning compliance” rather than “zoning permit” and “final certificate of zoning compliance” rather than “certificate of zoning compliance.” This language change will be made throughout this Article and the rest of the Zoning Ordinance.

In §x.20 Fees, the following changes were made:

(B) Professional Review Fee will have “review” added before “fee” in the text.

In §x.25 Performance Guarantee and §x.30 Development Agreement, no changes were made.

In §x.35 Notices, the following changes were made:

(B)(2)b Interested Persons will be amended so that notices for administrative adjustments and administrative site plans are only sent to the adjacent property owners, not all those within 300 feet of the property in question.

(C) Interpretations or Appeals of Decisions Notice will be amended by the insertion of “not” between “do” and “relate.”

(E)(1) Period will be amended to calendar year. This will make it easier for staff to administer these additional notices.

In §x.40 Violations, Fines, and Penalties, the following changes were made:

The end of the introduction sentence will be restructured to make it clearer to understand.

(A) Nuisances Per Se will be amended for greater clarity and consistency with the Zoning Enabling Act.

(D)(3) Time will be changed to "Cure Time."

(G)(1) Special Land Use Violations will be changed to "Use Violations."

(G)(2) Other Violations will be changed to "Non-Use Violations."

Staff will confer with the Township Attorney concerning the "three (3) year period" language.

### 3) Summer Sabbatical

The Committee voted to not hold any additional meetings until September.

**IV. Public Comment** - *Public comment was received throughout the meeting with the consent of the Committee.*

**V. Approval of the Meeting Minutes** - Draft minutes of the May 9, 2015, meeting were adopted without objection.

### VI. Future Agenda Items -

- 1) Administration Article;
- 2) Parking Article
- 3) DPZ Choices.

**Adjournment** - Meeting was adjourned at 9:59 pm.

Respectfully submitted,

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Zach Michels  
Director of Planning & Zoning & Zoning  
Ordinance Review Committee Recording  
Secretary