



Dexter Township

planning commission

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John Shea, Chair
James Gorenflo,
Vice Chair
Marcia Ottoman ,
Secretary
Hank Byma
Mary Adams
Jim Dempsey
Ken Tappe

Kim Jordan,
Recording Secretary

REGULAR MEETING OF THE PLANNING COMMISSION

Tuesday, February 6, 2007 7:30 PM

Present: John Shea, Chair; Marcia Ottoman, Township Board Representative & Secretary; Hank Byma, Zoning Board of Appeals Representative; Mary Adams; Jim Dempsey and Ken Tappe.

Also present: Patrick Sloan, Director of Planning and Zoning, Pat Kelly, Supervisor and Steve Burch, Chair of Zoning Board of Appeals.

Absent: Jamie Gorenflo

The meeting was called to order at 7:32 PM.

I. Approval of Agenda - Motion by Byma, supported by Dempsey, to approve agenda as submitted. **Carried 6-0.**

II. Approval of the Minutes - Motion by Byma, supported by Dempsey, to approve the minutes of January 23, 2007 as amended. **Carried 6-0.**

III. Public Comment - None

IV. Action Items -

1) Review Provision of the Planning Commission By-Laws –

Byma proposed the following amendment to the planning commission by-laws. Delete article 4, section 5 which reads “ No member of the planning Commission shall hold the same office for more than five consecutive years” He noted that the provisions in article 4, sections 1, 2 & 3 addresses any and all issues that would pertain to holding the same office for more than five consecutive years. Provision in section 1 & 2 state that an annual election of officers shall be held at the first meeting in January, nominations shall be made by members of the planning commissioners and the election held immediately thereafter.

Shea asked that the minutes reflect Byma’s proposed amendment to delete article 4, section 5 and that the recording secretary notify the members that are absent this evening regarding the proposed change prior to the next meeting. Commissioner’s will revisit the notice of change at their, February 27, 2007, meeting.

2) Discuss Wetlands Protection Ordinance –

Sloan’s memo, dated January 17, 2007, was reviewed and discussed. A copy can be obtain at the Township Hall.

Section 2, Definitions:

Shea asked Sloan to clarify the definition of “contiguous”.

Sloan said that the definition reflects how the state statute reads.

Commissioners were satisfied with the current definition of contiguous and they had no further substantive issues to address at this time.

Section 3, Wetland Map, Verification and Delineation:

Shea asked Sloan if it was necessary that all property owners be notified on any and all amendments made to the wetlands map.

Byma commented that he knew of no other areas that gave out maps when a change was made. He believes that the burden should be on the property owner. He noted that the director of planning and zoning would be notified annual of any and all changes and that the amended map would be on file at the township. He suggested that a public notice stating the amendments in the local newspaper would suffice for notifying the public.

Sloan will contact the township attorney and ask if a public notice would suffice verse mailing a change of notice to all property owners.

Section 5, fees and applications:

Shea said that the township has the right to ask what ever fee they deem necessary and stated that the approving body for that would be the township board. The members addressed the idea of creating a supplement form to the application and agreed to discuss this further as they move forward.

Section 6, Review:

Shea questioned the ninety day timeline regarding the allotted time the planning commission had to address an application. No suggestions or edits were made.

Shea asked Sloan who determines when a change is minor?

Sloan noted that the wetlands administrator and the wetlands consultant would review and consult whether a change is minor or not.

Shea directed Sloan to input the following sentence into section 6 item 4(H) "A minor change is a change in construction technique or process that involves no net loss in area or quality of regulated wetland" and add a sub section to item 4 (H) to read "A change should be made by the wetlands administrator in conjunction with the wetlands consultant as needed or required".

Shea asked Sloan to review section 8 item 2 regarding "authority" and get Peter Flintoft's input on what he thought the standards should be for the zoning board of appeals.

Minor text edits were reviewed. Sloan will update his draft.

Motion by Byma, supported by Tappe, to schedule a public hearing on March 27, 2007 for the Proposed Wetland Protection Ordinance. **Carried 6-0**

3) Follow-up on GDP Timeline –

Sloan's memo, dated January 17, 2007, was reviewed and discussed. A copy can be obtained at the Township Hall.

Members discussed the rational and importance of a good survey and the importance of its distribution. Additionally, the members discussed the possibility of offering an incentive to property owners in return of their survey.

Pat Kelly noted that currently the township does not assess the 1% fee on property taxes that is allowed by the State. She said that possible we could implement the assessment and as an incentive to return the survey waive the assessment. A 20-25% response is anticipated but that could be increased if an incentive was offered. Commissioners will discuss further as the GDP up-dates progress.

At the February 27, 2007 meeting, Sloan will provide the members with at least six different surveys from other townships for them to review.

Shea asked the members to review the different surveys and to pick out what question they think are pertinent and would want to see integrated into our survey. The members will compare and discuss each others comments at the March 6, 2007 meeting.

Kelly asked if the planning commission would give the township board the opportunity to review and forward their comments on the proposed survey.

Shea said absolutely the boards input would be welcomed.

Sloan will keep the township board informed of the planning commission progress and relay their comments and/or suggestion back to the commission.

4) Review Text Amendments of the Zoning Ordinance –

Sloan's memo, dated January 19, 2007, was reviewed discussed. A copy can be obtained at the Township Hall.

Commissioner's agreed that anything related to the zoning board of appeals should be reviewed by them before a public hearing is held.

Steve Burch, Chair of the Zoning Board of Appeals, was present and given a copy of the proposed Zoning Ordinance amendments. He will discuss the pertinent changes with the zoning board and get back with Sloan with their comments and/or suggestions.

Sloan noted that he meets with the township attorney once a week and he will be asking him for his input on some of the major amendments that were discussed this evening.

5) Review Proposed 2007 PC Agenda Items –

Members concurred to address this item at their March 6, 2007 meeting.

IV. Concerns of Commission Members, Director of Planning and Zoning, Supervisor, and Recording Secretary-

Sloan informed the members that Lindemann Farms submitted a letter requesting a one (1) year extension of its site plan approval.

Pat Kelly asked the members if they would like to start their meetings at 7:00 PM instead of at 7:30 PM. stating that the time change would go into effect April 1, 2007.

Members concurred that they would like to start their meetings at 7:00 PM. The planning commission first 7:00 PM meeting would be on April 3, 2007,

VI. Public Comment – None

II. Future Agenda Items –

Tuesday, February 27, 2007

- 1) Hanover Glen, Final Site Plan
- 2) Extension of Approval for Lindemann Farms Final Site Plan
- 3) Provision of the Planning Commission BY-Laws

Tuesday, March 6, 2007 – Work Session

- 1) Up-dates to the General Development Plan
- 2) Review Text Amendments to the Zoning Ordinance
- 3) Review Proposed 2007 PC Agenda Items

VIII. Adjournment – Shea, Chair, declared meeting adjourned at 9:52 PM

Respectfully submitted,

Kimberly Jordan, Recording Secretary

Marcia Ottoman, Secretary