

MANCHESTER TOWNSHIP PLANNING COMMISSION
Manchester Township Hall, 275 S. Macomb Street, Manchester, Michigan 48158

Regular Meeting Minutes Approved
January 8, 2009

A. CALL TO ORDER

The meeting was called to order at 8:00 pm by Chairman Kopka.

Members Present: Les Kopka, Deena McIntosh, Lyle Widmayer, Pete Stumpo, George Daubner, and John Seefeld

Absent: Ron Crampton

Others Present: Paul Siersma (Carlisle/Wortman)

B. APPROVAL OF AGENDA

Planning Commissioners discussed adding Cornell Conditional Use to New Business. Motion made by Daubner and seconded by Seefeld to approve the agenda as amended. Voice vote: ayes all. Motion carried.

C. APPROVAL OF MINUTES – December 4, 2008

Planning Commissioners discussed amendments to the meeting minutes to better reflect the importance of zoning enforcement. Motion made by McIntosh and seconded by Seefeld to approve the 12/04/08 minutes of the regular meeting as amended. Voice vote: ayes all. Motion carried.

D. PUBLIC COMMENT

None

E. REPORTS AND CORRESPONDENCE

Reports

1. Report of Chairperson:

None.

3. Report of Zoning Board of Appeals:

Kopka advised that no meeting has been held since the last regular Planning Commission meeting.

4. Report of Planning Consultant:

Siersma indicated that Ordinance No. 77 Municipal Civil Infraction Ordinance Violations Bureau was adopted in May 2008. Siersma distributed the four-page copy of the ordinance to Planning Commissioners. Siersma indicated that the ordinance may allow the Zoning Administration to issue citations as an option for zoning enforcement. Siersma indicated that there are questions regarding zoning enforcement ordinance language as it relates to Ordinance No. 77. Siersma indicated that he is looking into the issues. Siersma also advised that Jesse O'Jack (Township Attorney) has communicated that the

same ordinance language has been successful in other communities. Kopka indicated that discussion on the issue should be included on the February meeting agenda.

5. Reports of Committees:

a. SWWCOG

Daubner reported on the proceedings from the 12/10/08 meeting. Daubner advised that SWWCOG plans to meet with the newly-elected Sheriff. Daubner advised that the following items were presented during the Roundtable Discussion:

- Manchester Township – work on 800 MHz tower, zoning enforcement discussions, pole barn setback at Zoning Board of Appeals, and US-12 setback.
- Village – property on Riverbend being considered for purchase by Washtenaw County Parks, Big Dutch Auto Wash being reviewed, and working on dangerous animal ordinance.
- Schools – hunters on vacant school land and bonds at special February election.
- Freedom Township – rezoned building to C1 for fitness center.
- Bridgewater Township – sewer issues, by-law updates, and fireworks litigation.
- Sharon Township – 4% tax value increases and recent survey results similar to 1996 results.

b. Manchester Community Joint Planning Commission

Planning Commissioners acknowledged the two-page Manchester Community Joint Planning Commission Minutes of Meeting (dated 12/10/08) included in Planning Commission packets. Daubner indicated that the Agriculture and Natural Features modules were reviewed at the last meeting. McIntosh indicated that the draft modules could be provided on CD for the Planning Commissioners to review. Kopka indicated that one CD would be sufficient and that a binder can be maintained.

6. Correspondence

Daubner advised that the Planning and Zoning News was received. Kopka indicated that a one-page letter from the Washtenaw County Board of County Road Commissioners to Brad Doan (Manchester Gravel & Concrete Production) regarding Stonegate Village Private Road Approach (11475 Parr Rd) was received (prepared to Nell Caviness, Permits & Subdivision Engineer – dated December 10, 2008). Planning Commissioners and Siersma discussed the status of Stonegate. Planning Commission noted that the current status needs to be determined to see if reclamation of the site is needed. Kopka indicated that discussion on the issues should be included on the February meeting agenda.

F. UNFINISHED BUSINESS

1. MCJPC Future Land Use Plan Discussion

Planning Commissioners discussed that the revised Future Land Use Plan map has not been returned from the County.

2. MCJPC 425 Agreement Areas Discussion

Planning Commissioners discussed the importance of discussion on this issue. Siersma indicated he is working on setting up a meeting with the Village and Township.

3. Thompson Cemetery

Siersma indicated that no information was received. Siersma advised that O'Jack is reviewing if a variance is needed.

G. NEW BUSINESS

1. Planning Commission By-Laws

Siersma distributed the 11-page Statement of By-Laws for the Manchester Township Planning Commission (Final Draft for PC Review – dated 01/08/09). Siersma reviewed the administrative changes to the language including the changes to Section 7.3 – Secretary. Siersma discussed the summary of the Planning Commission activities that will be provided to the Board Members and the Zoning Administrator. Widmayer indicated that the communication regarding zoning enforcement had been discussed at the last Board meeting. Widmayer indicated that the three sheets distributed to the Planning Commissioners prior to the meeting were presented as the parcel of communication the Zoning Administrator received regarding zoning enforcement (one-page letter regarding Hungry Wolf Restaurant Site Plan - dated 05/07/04 and two-page excerpt of 08/03/06 Planning Commission meeting minutes). Widmayer noted that the last six months of communication was not included as part of the information. Kopka confirmed that there has not been a meeting about communication of zoning enforcement issues but that there has been significant email correspondence regarding the issue and the Planning Commission activities summary. Siersma encouraged that the circle of communication needs to be complete. Widmayer indicated that conditional use files need to be set up. Siersma indicated he will continue to work on the issue. Siersma indicated that the Planning Commission update will keep everyone informed.

E. REPORTS AND CORRESPONDENCE

Reports

2. Report of Township Board Representative:

Widmayer distributed the December minutes from the last Township Board meeting to the Planning Commissioners. Widmayer updated the group on the status of Proctor trees being planted, the Aiuto sign being corrected, and the Austin Road sign being removed. Widmayer indicated that the heating/cooling system is being expanded into a utility closet being used for a computer workstation. Widmayer advised that Fred Zimmer, Terry Harris, and Patricia Carlton have been appointed to the Board of Review. Widmayer also advised that he was appointed to a four-year term as the Board Representative to the Planning Commission. Widmayer indicated that police services and millages will be discussed at the next Board meeting.

2. Cornell Conditional Use

Siersma indicated that the Cornell family had a house fire in December and would like to request a conditional use for a temporary mobile home. Siersma indicated that Macomber provided a copy of Bridgewater Township's ordinance that allows for an emergency sign-off by the Zoning Administrator for a conditional use. Kopka set the public hearing for the Cornell conditional use at the next regular meeting on 02/05/09 at 8:00 pm. Siersma indicated he will forward the publication information to Ann Becktel (Township). Siersma also indicated that he will work on amending the ordinance to allow for emergency approval of a conditional use for a temporary mobile home.

H. COMMENTS FROM COMMISSION

None

I. PUBLIC COMMENT

None

J. NEXT MEETING

Next regular meeting – Thursday, 02/05/09 at 8:00 pm.

K. ADJOURNMENT

Motion by Widmayer and seconded by Seefeld to adjourn meeting at 8:45 pm.

Voice vote: ayes all. Motion carried.

Prepared by,

Approved by,

Jennifer Crumb, MTPC Recording Secretary

George Daubner, MTPC Secretary

Date