

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

**Regular Meeting Minutes Approved**  
**December 6, 2007**

**A. CALL TO ORDER**

The meeting was called to order at 8:01 pm by Chairman Kopka.

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

Absent: Jim Samonek

Others Present: Paul Siersma (Carlisle/Wortman)

**B. APPROVAL OF AGENDA**

Planning Commissioners and Siersma discussed deleting agenda items F1 Amendment Regarding Building Re-Use and F2 Community Survey Discussion. Siersma advised that he will update the group on the status of both agenda items under the Report of Planning Consultant. Motion made by McIntosh and seconded by Seefeld to approve the agenda as amended.

Voice vote: ayes all. Motion carried.

**C. APPROVAL OF MINUTES – November 1, 2007**

Motion made by Daubner and seconded by Widmayer to approve the 11/01/07 minutes as presented.

Voice vote: ayes all. Motion carried.

**D. PUBLIC COMMENT**

None.

**E. REPORTS AND CORRESPONDENCE**

**Reports**

**1. Report of Chairperson:**

Kopka apologized for missing the November meeting.

**2. Report of Township Board Representative:**

Widmayer distributed the minutes from the last Township Board meeting to the Planning Commissioners. Widmayer indicated that the Fire Department open house was very successful. Widmayer indicated that the Fire Department has completed the hose testing. Widmayer indicated that the 800 MHz tower was discussed. Widmayer distributed a one-page excerpt of the Township fees that are being reviewed by the Township Board (hand-dated 12/06/07-PC). Widmayer noted the proposed changes to the fees. Widmayer indicated that discussion on the burn ordinance

occurred and that no action was taken. Widmayer updated the group on the Nighthawks visit to Township Board regarding the number of Nighthawks court-mandated meetings. Widmayer indicated that the issue was sent to Jesse O'Jack (Township Attorney) for review. Siersma inquired if the Township Board had discussed the 11/12/07 memorandum from Carlisle/Wortman regarding Permitted/Conditional Uses in the CC District; Parking Requirements for Ash Auto (prepared by John Enos and Siersma – two pages). Widmayer indicated that the discussion would likely occur at the next Township Board meeting. Kopka inquired on issues regarding his recent burn permit request.

### **3. Report of Zoning Board of Appeals:**

No meeting.

### **4. Report of Planning Consultant:**

Siersma reported that work continues on agenda items F1 Amendment Regarding Building Re-Use and F2 Community Survey Discussion. Siersma indicated that O'Jack, Ron Mann, and he need to meet to hash out the purpose for the amendments regarding building re-use. Siersma indicated that his comparison work on the community survey continues and he hopes to have more information for the January regular meeting.

### **5. Reports of Committees:**

#### **a. SWWCOG**

Daubner updated the group on the last SWWCOG meeting. Daubner indicated that the Community Resource Center made a presentation on the services provided to the community. Daubner indicated that the Village is the only municipality supporting the Community Resource Center. Daubner indicated that the status of the 20/20 Communications/Wireless Washtenaw effort and the eminent domain filing for the Gourley property was discussed. Updates from the community included the status of the 800 MHz tower, the Erwin property, the Nighthawks group activities, the Hibbard Street project, and the review of the M-52/Main Street intersection. Daubner indicated that Bridgewater Township, Lodi Township, and the Village are looking into options for police services.

#### **b. Regional Planning Effort**

McIntosh referred to the two-page draft 11/14/07 meeting minutes from the Manchester Community Joint Planning Commission. McIntosh indicated that the planning agreement, by-laws, mission statement, and vision statement were discussed. McIntosh advised that Mark Roby (County) will be visiting each municipality to address the joint planning agreement. McIntosh indicated that the mailer presented at last meeting is planned to be mailed to the community in early January. McIntosh advised that the next meeting is 12/12/07 at the Manchester Township Hall.

### **6. Correspondence**

Daubner advised that the following items were received:

- Manchester Township Tax Dollars Breakdown (one page)
- Washtenaw Road Commission Roads in Review publication

- Washtenaw County Professional Development classes announcement
- Planning and Zoning News (July through December)
- Wireless Washtenaw meeting announcement – 12/18/07 at Lodi Township Hall from 9:00 am to 11:00 am
- Revised Zoning Ordinance books – supercedes the blue books

Planning Commissioners discussed the Planning and Zoning News and agreed to continue receiving the publication.

## **F. UNFINISHED BUSINESS**

### **1. Amendments Regarding Building Re-Use**

Agenda item tabled.

### **2. Community Survey Discussion**

Agenda item tabled.

### **3. MTA Survey Discussion**

Planning Commissioners discussed shelving the agenda item.

### **4. Article 20 Amendments**

Siersma reviewed the two-page proposed Amendments to the Manchester Township Zoning Ordinance to Section 20.06 regarding the powers and duties of the Board of Appeals (prepared by Carlisle/Wortman – dated 11/09/07). Siersma indicated that he originally reviewed Article 20 for use variance issues so that use variances would not be allowed in the ordinance. Siersma indicated he noticed Article 20 did not contain the proposed language on the powers and duties of the Board of Appeals. Siersma reviewed the proposed language for Sections 20.06 A through C. Siersma suggested setting up a public hearing for the proposed language amendments at the January meeting.

Motion made by McIntosh and seconded by Seefeld to set up a public hearing for the Article 20 amendments for 01/03/07 at 7:30 pm.

Voice vote: ayes all. Motion carried.

### **5. Amendments Regarding Posting Signs for Public Hearings**

Siersma reviewed the seven-page proposed Amendments to the Manchester Township Zoning Ordinance regarding posting signs for public hearings (prepared by Carlisle/Wortman – dated 11/06/07). Siersma outlined the proposed amendments to Sections 11.04 for Planned Unit Developments, Section 12.06 for Conditional Uses, Section 19.03 for Rezoning, and Section 20.09 for Variances. Planning Commissioners and Siersma discussed the proposed sign size. Siersma indicated he would research the size sizes used in other communities.

Motion made by Daubner and seconded by McIntosh to set up a public hearing for the Amendments Regarding Posting Signs for Public Hearings for 01/03/07 at 7:30 pm.

Voice vote: ayes all. Motion carried.

## **6. 800 MHz Tower Discussion**

Daubner indicated that members of the Planning Commissioners met onsite with Craig Swenson, Manchester Schools representatives, Mann, and Siersma to discuss the 800MHz tower. Daubner outlined the two options being considered for the tower placement on a map distributed to the Planning Commissioners at the meeting. Siersma indicated that the 300-foot tower collapses within itself if it fails and requires only a 100-foot footprint. Planning Commissioners discussed that the existing tower onsite is 180 feet tall. Siersma indicated that he met with the representative from Motorola regarding the tower after the onsite meeting. Siersma indicated that the tower will require a conditional use and variance because the tower would be close to property lines. Planning Commissioners and Siersma indicated that the tower is a very important aspect of the community. Siersma noted that the current ordinance requires twice the height of the tower as setback. Planning Commissioners and Siersma indicated that the ordinance language may need to be amended in the future due to the advances in tower operations in a failure (how the tower collapses) and that self-supporting towers require less space. Siersma noted that Swenson is working on plans for the tower. Planning Commissioners and Siersma discussed options for the access roads and the layout. Siersma indicated that he will keep the Planning Commissioners posted on the status.

## **G. NEW BUSINESS**

### **1. 2008 Schedule**

Planning Commissioners agreed to move the July 2008 regular meeting date to 07/10/2008.

## **H. COMMENTS FROM COMMISSION**

Stumpo inquired on the status of the burn ordinance review by the Township Board. Widmayer discussed the review in depth and shared the review documents with the group. Widmayer indicated that when the State shuts down burn permits state-wide, no burn permits are issued in the Township. Planning Commissioners discussed the use of burn permits for field and brush burning.

Daubner confirmed that the Schleweis culvert is still on the docket for the spring. Widmayer indicated he believed it was.

Kopka indicated that we have not seen John Enos in some time. Siersma indicated that Enos has been very busy.

## **I. PUBLIC COMMENT**

None.

## **J. NEXT MEETING**

Next regular meeting – Thursday, 01/03/07 at 7:30 pm.

## **L. ADJOURNMENT**

Motion by Widmayer and seconded by Seefeld to adjourn meeting at 9:06 pm.

Voice vote: ayes all. Motion carried.

Prepared by,      Approved by,

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Jennifer Crumb, MTPC Recording Secretary      George Daubner, MTPC Secretary

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Date