

**Kinross Charter Township
Planning Commission
Regular Meeting**

January 12, 2009

4884 W. Curtis Street

MEMBERS PRESENT

Brenda Case
Ron Munro
Leo Wiley
Herman Calkins
Rick Bernhardt
Dave Gaines

MEMBERS ABSENT

Leroy Schell

Also present: Don Sare, Supervisor Palma, and Judy Wright

The meeting was called to order at 6:35 PM by Chair Munro.

MOVED #1: by Bernhardt, second Gaines, to accept the minutes of December 8, 2008, and December 22, 2008, as presented. Motion carried.

MOVED #2: by Case, second by Calkins, to accept the agenda of December 8, 2008, with the following additions: Vice Chair position and budget. Motion carried.

PUBLIC COMMENT

Bernhardt distributed copies of course materials he recently received from a real estate continuing education course. The course addressed issues that the Commission has recently discussed such as airport zoning regulations, form base zoning, and tall structures. Additionally, he wanted to be sure the assessing department was aware that, if directed by the Township Board, they could use a one year sales study. This approach would acknowledge the impact of the recent housing downturn in a more immediate time frame.

Chair Munro informed the Commission that Leroy Schell has resigned his position on the Commission due to poor health.

MOVED #3: by Gaines, second by Calkins, to send a card of thanks to Leroy Schell for his service on the commission. Motion carried.

OLD BUSINESS:

Chair Munro distributed copies of an email that he had received from Kelly Drake at UPEA, in which she states that she hopes to have the draft plan done by the end of January. She asks if they could be put on the February 9th agenda to receive comments on the draft. Bernhardt suggested that the Commission schedule UPEA to be at the

March 9th meeting so that the members would have a month to review the draft plan. After much discussion about costs that may be involved in having UPEA at additional meetings and what the Township has paid their firm thus far the following motion was offered.

MOVED #4: by Gaines, second by Wiley, to request of the Finance Committee that all future invoices from UPEA be brought to the Planning Commission before payment is approved. Motion carried.

The bylaws of the DPW Advisory Committee were reviewed. Mr. Sare and Supervisor Palma discussed the listing provided by Superintendent Perkins of the projects planned for the near future. These projects are actually maintenance of existing sewer and water systems. With no expansion of the systems planned at this point, the Commission need not include anything in the Master Plan. If and when access roads are constructed, the Superintendent would advise the Commission of any advance planning needs. The Advisory Committee and Superintendent Perkins are working on five and ten year plans.

MOVED #5: by Gaines, second by Calkins to accept the DPW Advisory Committee's bylaws with the changes approved at their November 13, 2008 meeting. Motion carried.

There was considerable discussion on the matter of permitting the use of portable signs within the Township. The members are concerned that non-profit entities are being allowed to do something that for profit businesses are not allowed to do. In order to allow this the Sign Ordinance #1.128 would need to be amended.

MOVED #6: by Gaines, second by Calkins, to table the issue of portable signs until the next meeting. Motion carried.

Wiley informed the Commission that he did not write a letter to Rep. McDowell about the truck route regulation changes that had been proposed because the legislation had been dramatically changed and passed before he would have been able to draft a letter. The legislation that was passed does not affect the Township's authority to establish truck routes with an ordinance. It was suggested that a copy of the proposed ordinance should be sent to the Township Board and ask if the Commission should proceed any further.

Representatives from Carr Farms were not able attend this meeting to present the business side of the Outdoor Wood Burning Appliances issue. Members will attempt to locate someone to provide this information to the Commission before any further action is taken on development of an ordinance.

MOVED #7: by Bernhardt, second by Wiley, to table the wood smoke ordinance until a representative from the business community is able to present their side of the issue. Motion carried.

Because Case is now a Trustee, and the Township Board's representative to the Planning Commission, it is necessary to replace her as Vice Chair of the Commission.

MOVED #8: by Gaines, second by Case, to appoint Calkins as Vice Chair. Motion carried.

There was a short discussion regarding the amending of the budget in an ongoing manner. Munro intends to discuss his concerns with the Township Supervisor and Accountant.

Meeting adjourned at 8:30 PM.

Next meeting is February 9, 2009, at 6:30 PM.

Leo Wiley, Secretary

Minutes prepared by Judy Wright

**Kinross Charter Township
Planning Commission
Regular Meeting**

February 9, 2009

4884 W. Curtis Street

MEMBERS PRESENT

Brenda Case
Ron Munro
Leo Wiley
Herman Calkins
Rick Bernhardt
Dave Gaines

MEMBERS ABSENT

Also present: Bill Wilson (LSSU Student), David Kauer, and Judy Wright

The meeting was called to order at 6:35 PM by Chair Munro. A moment of silence was observed in honor of deceased member LeRoy Schell.

MOVED #1: by Case, second Calkins, to move Mr. James Bourque to the top of the agenda. Motion carried.

MOVED #2: by Wiley, second by Calkins, to approve the February 9, 2009, agenda with the addition of a report by Munro on the MTA Educational Conference. Motion carried.

MOVED #3: by Wiley, second by Calkins to accept the January 12, 2009, meeting minutes as written. Motion carried.

PUBLIC COMMENT

Mr. Bourque informed the Commission of the possibility of purchasing a portion of Township property off Fair Road for the purpose of excavating sand. As the end purchaser has not yet committed to buying the 40,000-80,000 tons per year that Aggregates America is interested in extracting. Gaines noted his concerns about the condition that the property would be left in after the sand would be removed. Mr. Bourque agreed that remediation would be beneficial to the resale and aesthetic value.

OLD BUSINESS:

Chair Munro stated that he has been in contact with Kelly Drake from UPEA about the progress on the Master Plan. They do not have it completed as yet. If it is completed before the regular Commission meeting in March, there may need to be a special meeting to begin the review process.

Case informed the Commission that the Sign Ordinance (#1.128) contains provisions for special use permits in section 14.1 for portable signs to be used for up to 16 days. Munro stated that he learned at the MTA conference that unless we have regulations in place before some of the newer LED signs begin moving into the area we might not be able to regulate their use. Calkins questioned the signs on M-80 near the I-75 ramps. He would like to see them maintained on a regular basis. As MDOT regulates the placement of signs on all state highways that would be the place to start investigating what can be done to remedy this issue.

Calkins told the members that the Truck Route/Parking Ordinance is ready for a public hearing. Fines are spelled out in the ordinance, but he was concerned about enforcement. Several members were of the opinion that leaving enforcement to the discretion of the police department would be the best option.

#4 MOVED: by Gaines, second by Wiley, to raise the speed limit on Country Club Drive to the State Police recommended speed. Motion carried.

NEW BUSINESS:

Bernhardt informed the members that he felt that it would be beneficial to include form based zoning in our Master Plan as it would give the Township more flexibility in development. This type of zoning would allow a commercial enterprise on the first floor of a building with residential units on upper floors, etc.

#5 MOVED: by Gaines, second by Bernhardt, to study form base zoning for inclusion in the Township's Master Plan. Motion carried.

Munro distributed copies of the updated "Red Book" that he purchased at the MTA Educational Conference. He also stated that he gained much information about the requirements of public hearings and publishing notices regarding ordinances.

Calkins informed the members that he attended the special Township Board meeting about the motel. At that meeting he learned that Steve LeBlance and John Anderson have made a preliminary commitment to purchase the motel. Hearing that the Township was going ahead with the streetscape project, they felt that this would be an ideal time to begin renovation.

Meeting adjourned at 8:35 PM.

Next meeting is March 9, 2009, at 6:30 PM.

Leo Wiley, Secretary

Minutes prepared by Judy Wright

**KINROSS CHARTER TOWNSHIP
PLANNING COMMISSION
REGULAR MEETING**

March 9, 2009

4884 W. Curtis St.

MEMBERS PRESENT

Ron Munro, Chair
Herman Calkins, Vice Chair
Leo Wiley, Secretary
David Gaines
Brenda Case
Rick Bernhardt
Mark Howland

MEMBERS ABSENT

Also, present Sheila Gaines and Cindy Oliver.
Attendance 3

Chair Munro called the meeting to order at 6:40PM.

#1 MOVED: by David Gaines, second by Leo Wiley, to accept the February 9, 2009, meeting minutes as written. Motion carried.

#2 MOVED: by Rick Bernhardt, second by Mark Howland, to approve the March 9, 2009 meeting agenda with addition of noise curfew and review of new planning guide. Motion carried.

PUBLIC COMMENT

None

#3 MOVED: by David Gaines, second by Mark Howland, to approved the Sault Area Race Association to install additional concrete pads pending notification of location and number of pads. Motion carried.

Commission Chair Munro appointed Herman Calkins to represent the Planning Commission on the Beautification Committee. Motion carried.

Commission members discussed having a general meeting with the Township Board. The Commission will put together a list of agenda items at the next regular meeting.

Discussion held regarding ideas on a capital improvement committee. Continuation of discussion will be held at the next meeting.

Lengthy discussion held regarding the “right-of-way” issue pertaining to the Streetscape project. Recommendation is that all members along with the Township Board work together to resolve this issue.

Trustee Case informed the Commission that the Township Board approved to allow the Sault Area Race Association to extend their races to 11:30PM if necessary. Brenda stated that this is a violation of the "Noise Ordinance" and the Commission should review the ordinance.

#4 MOVED: by David Gaines, second by Rick Bernhardt, to *recommend that the Township Board review* the Noise Ordinance and add amendment to permit extensions on an as needed basis. Motion carried.

Commission member Calkins gave an over view of the new Planning Guide and discussed issues of interest.

Zoning Administrator Oliver apologized for not being able to attend the last few meetings. She also stated that May is their organizational meeting. Calkins and Gaines term of office is up in May and if they desire to continue as members they will be need reappointment by the Township Board. Both members expressed a desire to continue.

Chair Munro stated that the Master Plan has not been completed. Members will give input at the next meeting regarding an annual report to the Township Board. The speed limit on Country Club will be posted at the original 35mph. The Truck Route/ Parking Ordinance is ready for public viewing.

Meeting adjourned at 8:10PM.

Leo Wiley, Secretary

Minutes prepared by Sheila Gaines

**KINROSS CHARTER TOWNSHIP
PLANNING COMMISSION
REGULAR MEETING**

April 13, 2009

4884 W. Curtis St.

MEMBERS PRESENT

Ron Munro, Chair
Herman Calkins, Vice Chair
Leo Wiley, Secretary
Brenda Case
Rick Bernhardt
Mark Howland

MEMBERS ABSENT

David Gaines

Also, present Judy Wright.
Attendance 6

Chair Munro called the meeting to order at 6:40 PM. Calkins led the Pledge of Allegiance.

#1 MOVED: by Case, second by Calkins, to accept the March 9, 2009, meeting minutes with the addition of Mark Howland as present. Motion carried.

#2 MOVED: by Bernhardt, second by Howland, to approve the April 13, 2009, meeting agenda with the deletion of the public hearing due to insufficient length of notice. Motion carried.

PUBLIC COMMENT

Can roads in the industrial park be included in the Truck Route Ordinance?

Would you include Fair Road in the list of roads where semis are not allowed?

Who is going to enforce the ordinance?

The Attorney General has stated that jail time as penalty is not enforceable in this ordinance.

Public service vehicles would be exempt.

If you're trying to eliminate parking and semi traffic in the special assessment district it could be more easily done with load limits on the roads leading into the area.

The definition of truck in section 1(e) needs to be refined.

Section 3(b) has Gaines spelled incorrectly.

Section 9 – penalties – need to eliminate “Chippewa County jail”.

The members reviewed Ordinance #1.109 (Anti-noise and Public Nuisance). It is the consensus opinion of the Planning Commission that the Township Board is authorized to extend time for the races to operate at the fairgrounds by virtue of Section 3C4 of the ordinance that states “sanctioned activities at the Fairgrounds” as an exception.

Bernhardt asked that the procedures necessary for the implementation of an ordinance be discussed the Township Board. Knowing who is responsible for each step on the process could eliminate problems in the future.

Chair Munro suggested that the Capital Improvement Committee be made up of three Township Board Members and three representatives of the Planning Commission. Department managers would be involved as needed.

The issue of the Heritage Society leasing property from Mr. John Gaines was briefly discussed. No action will be taken at this time as the Heritage Society has not asked the Commission for the feasibility of such an enterprise.

Calkins informed the members that he has been in contact with Kelly Drake of UP Engineers & Architects regarding the Master Plan. Currently she is working on chapters 4 and 5.

Lengthy discussion held regarding the "right-of-way" issue pertaining to the Streetscape project. Bernhardt, Case, and Wiley spoke with MDOT engineers who indicated that an attorney should be contacted to resolve issues. The Township received an opinion from Attorney John Underhill that this should be resolved prior to grant papers being signed.

#3 MOVED: by Bernhardt, second by Case, to notify affected property owners of a meeting to discuss this issue, unless the Township Board instructs the Planning Commission otherwise. Motion carried with one no vote.

Munro submitted documentation from Michigan State University pertinent to Master Citizen Planner training received by him at the MTA Annual Education Conference.

Case mentioned that ethical standards in the Commission's bylaws need to be addressed at the next meeting.

Bernhardt stated that the Zoning Board of Appeals may need to be increased to five members.

The meeting adjourned at 8:15PM.

Leo Wiley, Secretary

Minutes prepared by Judy Wright

**KINROSS CHARTER TOWNSHIP
PLANNING COMMISSION
REGULAR MEETING**

May 11, 2009

4884 W. Curtis St.

MEMBERS PRESENT

Ron Munro, Chair
Herman Calkins, Vice Chair
Leo Wiley, Secretary
Brenda Case, Trustee
Rick Bernhardt
Mark Howland

MEMBERS ABSENT

David Gaines

Also, present Clerk Besteman, Trustee Kauer, Trustee O'Brien, Cynthia Oliver, Richard Oliver and Judy Wright.

Attendance 2

Chair Munro called the meeting to order at 6:40 PM. Howland led the Pledge of Allegiance.

#1 MOVED: by Bernhardt, second by Case, to accept the April 13, 2009, meeting minutes as written. Motion carried.

#2 MOVED: by Case, second by Howland, to approve the May 11, 2009, meeting agenda moving the discussion of the industrial development district to the top of the agenda and adding information regarding Building 316. Motion carried.

#3 MOVED: by Munro, second by Bernhardt, to excuse Gaines' absences, due to serious illness, so that he is not removed from his position as per the bylaws. Motion carried.

Case stated that Calkins and Gaines appointments expire this month. It was pointed out that the bylaws state that a member will serve until a successor is appointed.

#4 MOVED: by Bernhardt, second by Case, to have the Township Board approve the re-appointment of Herman Calkins and David Gaines to the Planning Commission. Motion carried.

PUBLIC COMMENT

None

Kathy Noel, of the Chippewa County Economic Development Corporation, has submitted a request for the development of and Industrial Development District at 17461 S. Morris, Lot #18, Kinross Township Industrial Plat No. 1, Building #427, in favor of a new project at the site by Lyle C. Kelley. Ms. Noel stated that Mr. Kelley plans to make an investment of \$667,200.00, in the property in the form of building and equipment purchases and building renovations. The

purpose of this expansion is to manufacture wood pellets as the client's current log home business is in an economically depressed state. Mr. Kelley intends to remodel offices and restrooms, as well as purchase new furniture and fixtures with the \$11,000.00 building renovation budgeted amount this year. He plans to upgrade the exterior of the building in 2010.

#5 MOVED: by Calkins, second by Bernhardt, to support the Township Board in the establishment of an Industrial Development District pursuant to Act No. 198 of the Public Acts of 1974, in the parcel known as 17461 S. Morris, Lot #18, Kinross Township Industrial Plat No.1, Building #427. Motion carried.

A lengthy discussion ensued about the M-80 right-of-way issues in relation to the Streetscape Project. There are a number of buildings that would be affected by the State of Michigan claiming a 120' right-of-way that would make these buildings non-conforming. Once the buildings are deemed non-conforming it would open up a whole new list of issues. We have been advised by at least two different sources to resolve the right-of-way issue before signing a contract for the Streetscape Project. All property owners must agree to the Streetscape Project. This may be in doubt if the right-of-way issues are not resolved. Although MDOT representatives have voiced the opinion that they did not foresee the need for a right-of-way larger than the width that was established when the property was platted, there is nothing in writing from the State of Michigan that supports this view. Chair Munro will take the concerns and ideas presented to Supervisor Palma and inform the Commission of his findings.

#6 MOVED: by Case, second by Howland, that Bernhardt be allowed to participate in discussion of the M-80 right-of-way issues, but be allowed to abstain from voting due to his personal interest of being a property owner within the subject area. Motion carried with one no vote.

In a discussion of the progress of the Master Plan, it was decided to allow the members to have time to read the draft plan either at home or at the Township Office and hold a special meeting on Wednesday, May 27, 2009, at 5:30 PM at the Township Hall. Wright will advise the Clerk's office of the need to post this meeting.

#7 MOVED: by Bernhardt, second by Case, to advise the Township Board that all locations under consideration for construction of a new Fire/Ambulance building comply with Township Zoning. Motion carried.

#8 MOVED: by Bernhardt, second by Case, to re-elect the current officers to the same offices for the year of May 2009-April 2010. Motion carried.

Case presented proposed language to be added to the bylaws that will satisfy the requirements of the new Zoning Enabling Act pertaining to ethical standards of conduct.

#9 MOVED: by Bernhardt, second by Wiley, to amend the bylaws of the Planning Commission by adding sections 1.4 and 1.5 as presented in attachment #1. Motion carried.

Ms. Brenda Verhey, who recently purchased building #316, submitted a site plan with her proposed location of a “U” shaped driveway to be constructed with both entrances off Meehan Street.

#10 MOVED: by Case, second by Wiley, to recommend that the Township Board approve the construction of the driveway at building #316 as presented on the site plan provided that the building meets barrier free requirements. Motion carried.

Zoning Administrator Oliver reported that she had sent 11 letters about zoning violations in the last two weeks and renewal letters have been sent to all quarry owners. New photos have been taken of Thompson’s Salvage Yard. Unfortunately there have been no improvements.

#11 MOVED: by Calkins, second by Wiley, to return the license fee of \$160.00, to Thompson’s Salvage Yard until he is in compliance as he agreed in a special meeting on October 16, 2008. Motion carried.

Richard Oliver informed the members that something in the May 4, 2009, Board meeting minutes needed to be clarified. On page two it was stated that DSP, Inc. no longer wished to perform ordinance enforcement duties. Actually what had been conveyed to the Supervisor was that if he wanted to hire someone for ordinance enforcement there was a clause in the contract that provides for cancellation.

The meeting adjourned at 8:30PM.

Leo Wiley, Secretary

Minutes prepared by Judy Wright

**KINROSS CHARTER TOWNSHIP
PLANNING COMMISSION
SPECIAL MEETING**

May 27, 2009

4884 W. Curtis St.

MEMBERS PRESENT

Ron Munro, Chair
Herman Calkins, Vice Chair
Leo Wiley, Secretary
Brenda Case, Trustee

MEMBERS ABSENT

David Gaines
Rick Bernhardt
Mark Howland

Also present were Kelly Drake (of UPEA), Kathy Noel (Chippewa County EDC), Clerk Besteman, Treasurer Munro, Wes Jourden (RAB), and Judy Wright.

Chair Munro called the meeting to order at 5:50 PM. Calkins led the Pledge of Allegiance.

Ms. Drake distributed printed copies of the draft master plan and Wright distributed copies of the summary & recommendations regarding future land use issues report recently received from Tri Media Consultants.

Each chapter of the master plan was discussed with minor corrections noted. Chair Munro and Trustee Case will secure the additional information regarding history, businesses, and educational opportunities. Ms. Drake anticipates that she would be able to have corrections and additions made in time for distribution at the regular meeting on June 8, 2009.

The meeting adjourned at 8:00 PM.

Leo Wiley, Secretary

Minutes prepared by Judy Wright

**KINROSS CHARTER TOWNSHIP
PLANNING COMMISSION
REGULAR MEETING**

June 8, 2009

4884 W. Curtis St.

MEMBERS PRESENT

Ron Munro, Chair
Herman Calkins, Vice Chair
Leo Wiley, Secretary
Brenda Case, Trustee
Rick Bernhardt
Mark Howland
David Gaines

MEMBERS ABSENT

Also, present Trustee O'Brien, Cynthia Oliver, and Judy Wright.
Attendance 2

Chair Munro called the meeting to order at 6:40 PM. Wiley led the Pledge of Allegiance.

#1 MOVED: by Wiley, second by Calkins, to accept the May 11, 2009, meeting minutes as written. Motion carried.

#2 MOVED: by Gaines, second by Calkins, to approve the May 27, 2009, meeting minutes as written. Motion carried.

#3 MOVED: by Wiley, second by Howland, to approve the June 8, 2009, meeting agenda. Motion carried.

PUBLIC COMMENT

What is happening with the quarry license for Thompson's Sand?

OLD BUSINESS

Zoning Administrator Oliver stated that the Thompson's have constructed a barrier to insure safety of persons driving into the quarry area. There are still some items that need to be addressed before the site is in compliance. Oliver will provide a list to the Thompsons on Wednesday, June 10th, when the site will be visited.

After much discussion, areas of concern were identified on the future land use map. Areas to be developed by the Mascoma Corporation and airport zones were of particular concern and will be brought to the attention of Kelly Drake of UPEA. Bernhardt had several corrections that he will note on the office copy of the draft for submission to Drake also. Chair Munro stated that after the information is given to Drake it should take about two weeks to get a draft plan that can be reviewed at a public hearing. After the public hearing the plan needs to be approved for distribution by the Township Board.

Howland stated that his research indicates that the State will not pay to have M-80 re-plotted. Calkins informed the members that July 10th is the drop dead date for the Streetscape Project and that it appeared that necessary background work could not be accomplished by then.

Chair Munro has researched alternative solutions to the semi-truck route/parking issues. He has found that using load limits could not be enforced by local law enforcement agencies and that the best way to approach the problem is with a truck route ordinance. This will be discussed at the next meeting.

Zoning Administrator Oliver reported that the quarries will be inspected this week. She has written several letters to property owners about trash on their property. Some sign issues have been resolved, i.e. Great Lakes Services and Patch Productions. It was suggested that Great Lakes could attach the lighted sign to their building. Northern Light Assembly of God should be securing permanent signage attached to their building and discontinue use of the portable sign. Trash/junk issues on Thompson Road (Schreyer) is being addressed. The Health Department and Social Services had been contacted. Some of the refuse has been removed.

Chair Munro stated that the Capital Improvement Plan is the next project as soon as the Master Plan is adopted. After attending a seminar he brought back the State's definition of a capital improvement as any expenditure of \$1,000.00 or more that is budgeted for and touches a road.

The junk vehicle ordinance needs to be revised to allow better enforcement. It would be prudent to meet with Chief Micolo and an attorney before final revisions are written. Penalties and/or fines should be paid to the Township rather than the County.

A brief discussion about the amount of time that members have been spending researching issues ended with the question of whether adequate compensation is being paid. Additionally, the issue of whether the members are actually employees who should receive a W-2 or should they receive a form 1099 at year end was discussed.

The meeting adjourned at 8:40PM.

Leo Wiley, Secretary

Minutes prepared by Judy Wright

**KINROSS CHARTER TOWNSHIP
PLANNING COMMISSION
REGULAR MEETING**

July 13, 2009

4884 W. Curtis St.

MEMBERS PRESENT

Ron Munro, Chair
Herman Calkins, Vice Chair
Leo Wiley, Secretary
Brenda Case, Trustee
Rick Bernhardt
Mark Howland

MEMBERS ABSENT

David Gaines

Also, present Trustee O'Brien, Richard Oliver, Clerk Besteman, Cynthia Oliver, Treasurer Munro, Dep. Supervisor Johnson, and Judy Wright.
Attendance 20

Chair Munro called the meeting to order at 6:35 PM. Calkins led the Pledge of Allegiance.

#1 MOVED: by Calkins, second by Wiley, to accept the June 8, 2009, meeting minutes as written. Motion carried.

#2 MOVED: by Case, second by Calkins, to approve the July 13, 2009, meeting agenda as amended to include discussion of a letter from William Fahey. Motion carried.

PUBLIC COMMENT

You might want to contact city planner Jim Hendricks for information about a truck route ordinance.

SPECIAL PRESENTATION

Alan Belcher, Senior Vice President, Operations, for Mascoma Corporation gave the Commissioners a background on the project that is being built in Kinross Charter Township. He stated that the alternative fuels industry is growing rapidly in the Midwest US and Brazil. The military is investing much of it's resources toward the development of this technology to enable it to be less dependent upon foreign oil and reduce it's carbon footprint. The technology will help provide rural prosperity through the use of non-food fuel sources that can be grown locally. He stated that they intend to select harvest hardwood timber at a rate lower than that at which regeneration will occur. Howard Hilhorst, of J.M. Longyear, LLC, described the location of the physical plant facilities on the 355 acres that is now owned by Frontier Renewable Resources, a joint venture between JM Longyear, LLC and Mascoma Corporation. He informed the Commissioners that he believed that the rail spur would take a northern route from the existing railway location across Gaines Highway to the plant. Stating that their water needs were very modest, he believes that the lines servicing the RJ Wallis School would be the most viable tap-in location. Electric and gas service will also be routed so that the least amount of disruption is caused to existing structures and roadways.

#3 MOVED: by Bernhardt, second by Wiley, to schedule a public hearing for August 10, 2009, for the purpose of hearing public comment on the rezoning of the parcel known as: Chippewa County, Kinross Township, T45N, R01W, Sections 21 and 28: All that part of the S 1/2 of Section 21 lying E of the centerline of Gaines Highway, EXCEPT that part lying west of the easterly edge of State Designated Snowmobile Trail # 49 otherwise known as the Mackinac Trail Spur. ALSO: All that part of the North 1/2. of Section 28 lying E of the centerline of Gaines Highway, Excepting- and reserving unto the State of Michigan an access easement to Enable the State of Michigan to access an adjacent parcel described as: the NW ¼ of SE 1/4 of Section 28 (benefited parcel). (355 acres more or less.) from Recreational/Forest to Heavy Industrial. Motion carried.

Richard Oliver, of DSP, Inc., informed the Commission that he had been in contact with MIOSHA about the quarry inspections and that they were very happy that the Township is able to inspect and enforce our ordinance, which is in agreement with the State's standards. Inspections revealed that Thompson's Sand has made significant progress and is currently compliant with the quarrying ordinance as are all the other quarry operations within the Township.

#4 MOVED: by Calkins, second by Wiley, to recommend that the Township Board renew quarry licenses of Thompson Sand, Tilson Hills, Art Reid, Great Lakes Excavating, Northern Sand & Gravel, and Norris Contracting. Motion carried.

Chairman Munro stated that Clyde's Restaurant did not need to have a site plan review for their operation within the Township as the location had been previously a food service establishment.

Chairman Munro presented a proposed letter of engagement from the firm of Fahey, Schultz, Burzych, Rhodes, PLC to the Commissioners. He asked to be able to request that the Township Board engage this firm to counsel the Commission and review ordinances, etc. on an as needed basis.

#5 MOVED: by Bernhardt, second by Case, to table the request to engage the law firm of Fahey, Schultz, Burzych, Rhodes, PLC, until the August 10, 2009, meeting. Motion carried.

OLD BUSINESS

It was decided to table the Truck Route/Parking Ordinance until the August 10, 2009, meeting.

Kelly Drake of UP Engineers and Architects presented the final draft of the Master Plan containing the information provided since the last meeting and sources of possible grants for future projects. She stated that the full plan should be available for viewing online by Friday, July 17, 2009.

July 13, 2009

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#6 MOVED: by Bernhardt, second by Calkins, to request permission from the Township Board to distribute the master plan to adjacent and interested parties for comment.
Motion carried.

The meeting adjourned at 8:20PM.

Leo Wiley, Secretary

Minutes prepared by Judy Wright

**KINROSS CHARTER TOWNSHIP
PLANNING COMMISSION
REGULAR MEETING**

August 10, 2009

4884 W. Curtis St.

MEMBERS PRESENT

Ron Munro, Chair
Herman Calkins, Vice Chair
Leo Wiley, Secretary
Brenda Case, Trustee
Rick Bernhardt
Mark Howland
David Gaines

MEMBERS ABSENT

Also, present Trustee O'Brien, Richard Oliver, Cynthia Oliver, Treasurer Munro, Dep. Supervisor Johnson, Trustee DeWitt, and Judy Wright.
Attendance 12

Chair Munro called the meeting to order at 6:35 PM. Calkins led the Pledge of Allegiance.

#1 MOVED: by Calkins, second by Case, to accept the July 13, 2009, meeting minutes as written. Motion carried.

#2 MOVED: by Calkins, second by Gaines, to approve the August 10, 2009, meeting agenda as amended to include discussion of the corner of Kincheloe & Watertower. Motion carried.

Rezoning Public Hearing was opened.

PUBLIC COMMENT

None

It was stated that the site plan for the Local Express should have been available for commissioners at least ten days before the meeting. Mr. Autore asked if the construction contract could still be put out for bid without formal approval of the site plan. He was given an affirmative answer to proceed with the bidding process. The Commission offered to meet in special session if time constraints were an issue. Mr. Autore stated that the one month delay would not be a problem.

Chair Munro asked that each commissioner develop a compensation plan to pay the commissioners for meetings and the hours that are spent researching issues, etc., that would be fair and equitable to both the members of the commission and the Township. Comment was made that the pay structure currently in place was known by each member prior to taking the oath of office.

The issue of the jog in Kincheloe at the corner of Watertower Drive was discussed briefly. The communications pedestal has been hit once again. It was suggested that the County Road Commission might be able to remedy the issue when the upgrade to Watertower Drive is undertaken in the very near future.

OLD BUSINESS

Chair Munro has a draft of compliance and comment letters that can be used in conjunction with the distribution of the Master Plan. There are a couple items that he has to discuss with Kelly Drake of UP Engineers & Architects that caused us not to have copies available this evening. Dep. Supervisor Johnson is investigating the possibility of having a link on the Township's website for interested persons to view the plan online. He anticipates that a public hearing could be held in either October or November.

#3 MOVED: by Bernhardt, second by Case, to **recommend that the Township Board sign a letter of engagement with the firm of Fahey, Schultz, Burzych, Rhodes, PLC to represent the Township's interests in planning matters, with guidelines restricting who, when, and under what conditions the firm would be contacted.** Motion carried with one no vote.

#4 MOVED: by Calkins, second by Gaines, to **recommend that the Township Board rezone the parcel described as: Chippewa County, Kinross Township, T45N, R01W, Sections 21 and 28: All that part of the S 1/2 of Section 21 lying E of the centerline of Gaines Highway, EXCEPT that part lying west of the easterly edge of State Designated Snowmobile Trail # 49 otherwise known as the Mackinac Trail Spur. ALSO: All that part of the North 1/2. of Section 28 lying E of the centerline of Gaines Highway, Excepting- and reserving unto the State of Michigan an access easement to Enable the State of Michigan to access an adjacent parcel described as: the NW ¼ of SE 1/4 of Section 28 (benefited parcel). (355 acres more or less.) from Forest/Recreational to Heavy Industrial as requested by the application completed by Frontier Renewable Resources.** Roll call vote all yes. Motion carried.

RECESS: 7:25 PM

RECONVENE: 7:35 PM

After a brief discussion it was decided that the sign and truck route ordinances will be completed at the September meeting. Additionally it was discussed that it would be helpful to have a workshop to prioritize which ordinances were the most critical to be updated.

#5 MOVED: by Bernhardt, second by Wiley, to allow Gaines to abstain from voting on a request to the Zoning Board of Appeals for a stay in the variance granted for his father. By unanimous vote, motion carried.

August 10, 2009

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#6 MOVED: by Calkins, second by Howland, **to request that the Zoning Board of Appeals grant a stay in the variance given to Mr. John Gaines for the purpose of making his residence handicap accessible.** Motion carried with one abstaining member.

Being no further comments on the rezoning issue, the public hearing was closed.

The meeting adjourned at 7:45 PM.

Leo Wiley, Secretary

Minutes prepared by Judy Wright

**KINROSS CHARTER TOWNSHIP
PLANNING COMMISSION
REGULAR MEETING/PUBLIC HEARING**

September 14, 2009

4884 W. Curtis St.

MEMBERS PRESENT

Ron Munro, Chair
Herman Calkins, Vice Chair
Leo Wiley, Secretary
Brenda Case, Trustee
Rick Bernhardt
David Gaines

MEMBERS ABSENT

Mark Howland

Also, present Cynthia Oliver, Treasurer Munro, and Judy Wright.
Attendance 2

Vice-Chair Calkins called the meeting to order at 6:35 PM. Case led the Pledge of Allegiance.

#1 MOVED: by Wiley, second by Bernhardt, to approve the September 14, 2009, meeting agenda as amended to include discussion of salvage yard licenses for A & L Metal and Thompson, zoning application from Chippewa County EDC, and review of the Water/Sewer Ordinance. Motion carried.

#2 MOVED: by Bernhardt, second by Case, to accept the August 10, 2009, meeting minutes as written. Motion carried.

Text Amendment to Zoning Ordinance No. 1.100 and Commercial Truck Route Ordinance No. 1.130 Public Hearing was opened at 6:40 PM.

PUBLIC COMMENT

Can an unloaded tractor/trailer be parked on Fair Road?

The site plan for the Local Express gas station/convenience store was discussed. Questions about exterior lighting were answered by a representative of the property owner.

#3 MOVED: by Calkins, second by Gaines, to approve the site plan for construction of the Local Express gas station/convenience store as presented. Motion carried.

Chair Munro stated that the comment period of 63 days is running on the Master Plan and that the Zoning Ordinance will need to be updated to reflect changes once the plan is adopted.

During a discussion of Commissioners' compensation it was mentioned that if duties were delegated more often one or two people would not be putting in such a large amount of hours each month.

The construction that was done by the Lions Club at the fairgrounds was discussed. Was a building permit issued? No zoning application came through the Zoning Administrator's office. Cindy Oliver will contact the Chippewa County Building Inspector to secure a copy of the building permit, if one exists. Further action will be determined based upon results from the Building Inspector's office.

Zoning Administrator Oliver brought up the question of the Commission's intention regarding yearly licensing and tracking of Home Occupations.

In a discussion of the Commercial Truck Ordinance (#1.130) it was determined that the wording in the section titled "Special Permits" needed to be changed to accommodate parking outside of the special assessment district on roads not designated as truck routes.

Being no further comments and no correspondence either for or against either the Ordinance No. 1.130 or the text amendment to the Zoning Ordinance No. 1.100, the public hearing was closed at 7:50 PM.

#4 MOVED: by Bernhardt, second by Calkins, to approve **the Commercial Truck Ordinance, Ordinance No. 1.130**, with the change of wording to the "Special Permits" section "*Such permits, however, shall not be given for more than one round trip, and in no case shall a permit be valid for a longer period than ten (10) days from the date of issue.*" to "*Criteria for such permits shall be set by motion of the Township Board.*" And **recommend that the Township Board adopt this ordinance**. Roll call vote – all members present voted Aye. Motion carried.

#5 MOVED: by Wiley, second by Calkins, to **recommend that the Township Board adopt the revised text of the definition of a Home Occupation, section 2.02, and regulations for Home Occupations, section 3.13, of the Zoning Ordinance, Ordinance No. 1.100**. Roll call vote – all members present voted Aye. Motion carried.

Zoning Administrator Oliver presented her findings regarding recent inspections of A&L Metal and Thompson's Salvage Yard. A&L is in full compliance. Thompson's has minimal junk on the top of the hill, 95% on the fencing is in place, and approximately 90% of junk is not visible from the road.

#6 MOVED: by Bernhardt, second by Wiley, to approve the Salvage Yard license for A&L Metal. Motion carried.

#7 MOVED: by Case, second by Gaines, to approve a Conditional Salvage Yard license for Thompson's Salvage provided continued improvements are made. Motion carried.

The Personnel Committee should proceed with developing a job description and suggested pay scale for an Ordinance Enforcement Officer. Regardless of whether this position would need to be a certified law enforcement officer, the Township would need to have an attorney to represent it's interests as the Prosecuting Attorney will not pursue this type of violation. Procedures need to be established for enforcement of ordinances before we worry about hiring someone to do the job.

#8 MOVED: by Calkins, second by Gaines, to table any recommendations to the Township Board regarding an Ordinance Enforcement Officer until the next meeting when more information can be gathered. Motion carried.

Zoning Administrator Oliver stated that she has received a zoning application from Chippewa County EDC for some work to be done on one of the hangars. She asked if the \$20.00 fee could be waived in the interest of good working relations with the County EDC and the prospect of bringing more businesses into the community.

#9 MOVED: by Gaines, second by Wiley, to **recommend that the Township Board waive the \$20.00 zoning application fee for Chippewa County EDC for the application received the week of September 14, 2009.** Motion carried.

Chair Munro reminded the members to review the Pickford Township Master Plan and submit any comments to him or Ms. Wright.

The Commissioners reviewed and discussed Draft 9, dated 07/21/09, of the Combined Water/Sewer Ordinance. The following suggestions and comments are offered for consideration:

- a) Page 5 – Definition of Department of Public Works is incomplete.
- b) Page 14 – Section 312. – Should state who is to approve the permit.
- c) Page 15 – Section 315.d. – Item (4) Asbestos-Cement (AC) pipe should be deleted.
- d) Page 30 – Section 425.c. – Would this provision unfairly penalize the resident?
- e) Page 34 – Section 450. – The parking ordinance will need to be revised to agree with the 20' distance specified.
- f) Page 45 – Section 627. – Why does antenna rent revenue get credited to the DPW Fund and not the General Fund? Don't the water towers belong to the Township? Should specify that the Township Treasurer will direct the deposit of funds.

The meeting adjourned at 9:20 PM.

Leo Wiley, Secretary

Minutes prepared by Judy Wright

**KINROSS CHARTER TOWNSHIP
PLANNING COMMISSION
REGULAR MEETING/PUBLIC HEARING**

October 12, 2009

4884 W. Curtis St.

MEMBERS PRESENT

Ron Munro, Chair
Herman Calkins, Vice Chair
Leo Wiley, Secretary
Brenda Case, Trustee
Rick Bernhardt

MEMBERS ABSENT

Mark Howland
David Gaines

Also, present Cynthia Oliver, Trustee DeWitt, Deputy Supervisor Johnson, Treasurer Munro, and Judy Wright. Attendance 1

Chair Munro called the meeting to order at 6:35 PM. Case led the Pledge of Allegiance. A moment of silence in honor of Sergeant Christopher Griffin was observed.

#1 MOVED: by Case, second by Calkins, to approve the October 12, 2009, meeting agenda as amended to include discussions of the budget and street name change. Motion carried.

#2 MOVED: by Bernhardt, second by Wiley, to accept the September 14, 2009, meeting minutes as written. Motion carried.

PUBLIC COMMENT

None

To date we have received no comments on the Master Plan.

There is nothing in Pickford Township's Master Plan that appears to conflict with Kinross Charter Township's Master Plan.

It has been determined that Chippewa County Building Department issued a building permit to the Lions Club for renovations to their building at the fairgrounds after the Township Supervisor approved the zoning portion of their application.

Chair Munro stated that an ordinance needs to be created that defines the responsibilities of an Ordinance Enforcement Officer. Issues such as whether violations are civil or criminal infractions and collection of monies for fines also need to be resolved.

The question was asked as to why there was a need for a commercial truck route ordinance. Costs associated with repairing roads, repairing sewer lines, and tractor trailers driving through

and parking in the densely populated housing area were a few of the reasons cited by commissioners for the development of the ordinance. The commissioners discussed at length the changes needed in the proposed Commercial Truck Route Ordinance #1.130.

#3 MOVED: by Calkins, second by Wiley, to add the following roads to Commercial Truck Route Ordinance #1.130: Wilson Road, Ploegstra Road, Fair Road, and Johnson Road. Motion carried with one no vote.

#4 MOVED: by Calkins, second by Bernhardt, **to ask that the Clerk's office to post a public hearing for the home occupation section of the Zoning Ordinance #1.100 (Section 3.13) 20 days before November 9, 2009, the next regularly scheduled Planning Commission meeting.** Motion carried.

#5 MOVED: by Bernhardt, second by Calkins, **to recommend that the Township Board move forward with public hearings as required for the enactment of the Combined Water/Sewer Ordinance.** Motion carried.

Deputy Supervisor Johnson explained that she believes that the Township needs an Abandoned Residential Property Ordinance and/or a Blight Ordinance to help maintain the character and esthetics of the community in the wake of the escalating number of foreclosures. Financial institutions holding the property, once it is abandoned, need to be notified before the end of the redemption period so that they are able to clean up and maintain the property until it is sold. This issue will be discussed in more detail at the November meeting.

Roy Wright, representing Auto Salvage Auction, Inc., informed the commission that there had been a typographical error in completion of their application. The intent was to apply for a class G (Vehicle Salvage Pool) license, not a class D (broker) license. The commissioners saw no reason to deny Auto Salvage Auction, Inc.'s application for the special use permit as it was not a change from the previous use granted for the parcel.

Mention was made that the Commission's budget may have to be trimmed for the upcoming fiscal year due to revenue sharing cuts by the State of Michigan. Wright will supply a copy of the most current year-to-date budget report for the November meeting.

#6 MOVED: by Wiley, second by Calkins, to support the Township Board's action renaming Market Place to Griffin Way in honor of Specialist Christopher Griffin. Motion carried.

Chair Munro reported about the information that he gathered at the annual Michigan Association of Planning conference. He stated that there is a law at the State level that deals with antique vehicles that could conflict with the Township's junk vehicle ordinance. The right-to-farm act is being applied differently than in the past. Clarity is more important than being brief when developing an ordinance. Wind power generation was portrayed as a very lucrative activity.

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Comment was made that the commission may want to consider workshops to discuss the budget and ordinances.

The meeting adjourned at 8:00 PM.

Leo Wiley, Secretary

Minutes prepared by Judy Wright

**KINROSS CHARTER TOWNSHIP
PLANNING COMMISSION
REGULAR MEETING/PUBLIC HEARING**

November 9, 2009

4884 W. Curtis St.

MEMBERS PRESENT

Ron Munro, Chair
Herman Calkins, Vice Chair
Leo Wiley, Secretary
Brenda Case, Trustee
Rick Bernhardt
Mark Howland
David Gaines

MEMBERS ABSENT

None

Also, present Cynthia Oliver, Clerk Besteman, Deputy Supervisor Johnson, and Treasurer Munro. Attendance 2

Vice Chair Calkins called the meeting to order at 6:35 PM.

#1 MOVED: by Bernhardt, second by Calkins, to approve the November 9, 2009, meeting agenda as written. Motion carried

#2 MOVED: by Bernhardt, second by Case, to accept the October 12, 2009, meeting minutes as written. Motion carried.

PUBLIC COMMENT

None

#3 MOVED: by Bernhardt, second by Howland to open Public Hearing on Home Occupation Ordinance. Motion Carried

Public Hearing opened at 6:32pm for the Home Occupation Ordinance

#4 Moved: by Bernhardt, second by Gaines to open the public hearing on the Kinross Master Plan. Motion Carried

Public Hearing opened at 6:40pm for the Kinross Township Master Plan

OLD BUSINESS

Chair Munro asked what was the status Ordinance Enforcement Officer? Discussion was held on the question. The Question was sent back to the Township Board for follow up on what the duties of the Ordinance Officer would be and their thoughts would be on the issue. Also Cynthia Oliver stated that she would contact other Townships on the issue of Ordinance Enforcement Officer. She will ask each township how they handled the issue and how their Officer handles violations.

Case brought up to the Planning Commission that trustee Kaur is working on making a dog park within Kinross Twp and if this park gets approved Trustee Kaur would like to get support in naming the park after Sgt. Griffin. Currently there are no plans on where this park would go within the township. Deputy Supervisor Johnson stated she would follow up on this and report back to the Planning Board when she gets more information.

#5 MOVED: by Gaines, second by Howland to table the Abandoned Residential Property Ordinance till the December Meeting of the Planning Board. Motion Carried

NEW BUSINESS

Fiscal year 2011 budget

Chair Munro stated that information has been given to all board members and requested that this issue be tabled for two weeks. He asked that the board meet again on November 23, 2009 at 6:30 pm to start work on the 2011 budget. It was also requested that if possible that Mike the accountant be at the meeting. All members agreed to meet in two weeks.

Ten Minute called by Chairman Munro at 7:45pm

Meeting called back to order at 7:55 pm

#6 MOVED: by Bernhardt, second by Gaines to close the Public Hearing. Motion carried

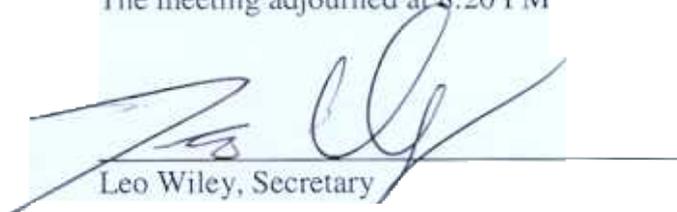
Public hearing closed at 7:58pm

#7 MOVED: by Calkins, second by Bernhardt to accept the Kinross Twp Master Plan as written Motion Carried

#8 Moved: by Bernhardt, second by Calkins to approve the Home Occupations ordinance as written with a recommendation to the Township board that they enact the ordinance. Motion Carried

Calkins advised the commission that there will be a meeting of the Sierra Club at the Bayliss Public Library on Thursday November 12, 2009 at 6:30 pm to discuss the Mascoma Project. This meeting is open to the public. It will consist of project participants explaining the size, scope and timing of the project. Questions will be answered.

The meeting adjourned at 8:20 PM



Leo Wiley, Secretary

**KINROSS CHARTER TOWNSHIP
PLANNING COMMISSION
SPECIAL MEETING**

November 23, 2009

4884 W. Curtis St.

MEMBERS PRESENT

Ron Munro, Chair
Herman Calkins, Vice Chair
Leo Wiley, Secretary
Brenda Case, Trustee
Rick Bernhardt
David Gaines

MEMBERS ABSENT

Mark Howland

Also, present Cynthia Oliver, Deputy Supervisor Johnson, Treasurer Munro, and Township Accountant Hoolsema Attendance 2

Chair Munro called the meeting to order at 6:38 PM. Gaines led the Pledge of Allegiance.

#1 MOVED: by Gaines, second by Calkins, to approve the November 23, 2009, meeting agenda. Motion carried.

#2 MOVED: by Gaines, second by Case, to accept the November 9, 2009, meeting minutes as written. Motion carried.

PUBLIC COMMENT

None

NEW BUSINESS

Master Plan Resolution No. 09-15

Chairman Munro stated that at the meeting held on November 9th the board was not aware there had to be a roll call vote in order to pass the Master Plan Resolution No. 09-15

#3 MOVED: by Bernhardt, second Calkins to accept Resolution No 09-15 Kinross Twp Master Plan effective November 23, 2009 as written. Upon roll call vote all members voted 'Aye' "Nay" None

Chairman Munro declared the Resolution 09-15 adopted.

2010-2011 Planning Commission Budget

Chairman Munro asked if every one had a chance to look over the proposed budget submitted by Accountant Hoolsema. Chairman Munro stated that he kept the budget the same as the last budget as the commission has not over spent the current budget.

The 2010-2011 Planning Budget will have 5,000 put into Legal Fees and \$5,000 put into a separate line item which will be named Legal Consult Fees. The reason this is being requested is that way the Planning Commission can see how much money is spent under each heading and so the commission will know how much is spent on Legal Consultation during the fiscal year.

#4 MOVED: by Calkins, second by Gains, to accept the 2010-2011 budget of \$32,500
Motion carried

Civil Infraction Ordinance

Chairman Munro stated that this was the first time that this has been brought to the Planning Commission and asked if any one on the board had any thing to add or subtract from the Ordinance. If not he would entertain a motion to move the ordinance to a public hearing. Deputy Supervisor Johnson stated that she will contact risk management to get their opinion on this ordinance and who should fill the position. Someone with a Law enforcement background or just any one the Township Board picks to fill the job.

#5 MOVED: by Wiley, second by Calkins, to hold a public hearing on the Kinross Twp Civil Infractions Ordinance No. 1.131 as written.
Motion carried.

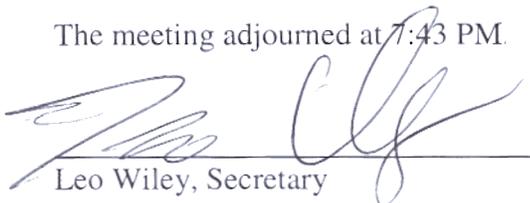
Planning Commission Annual Report

Chairman Munro asked the board if they had any ideas or comments on what should be included in the report. It was stated that past accomplishments and future goals of the Planning Commission and current projects the board is working on should be in the report. Gaines suggested that a letter be sent to all boards of the township and County Government to get their input as to what their board is gong to try to accomplish during the next year and what they are currently working on. This letter would also give each board of the township an idea of what the Planning Commission is currently working on and their goals for the up coming year.

Capital Improvement Program

Chairman Munro stated this has to get moving. He stated that the board can work on this has a whole or as a subcommittee of the board. Chairman Munro stated that now that the Master Plain is in effect this is something that needs to get done. He also stated that if a community has a waste water treatment facility this report must be done every year. If this report is not done all grants to the township for the DPW could be pulled. Bernhardt suggested that the board first find out what the legal definition of a Capital Improvement is with in the statute.

The meeting adjourned at 7:43 PM.



Leo Wiley, Secretary