

**KINROSS CHARTER TOWNSHIP  
PLANNING COMMISSION  
REGULAR MEETING**

**January 9, 2006**

**4884 W. Curtis St.**

**MEMBERS PRESENT**

Rick Southwell, Chair  
Wesley Jourden, Vice Chair  
Brenda Case, Secretary  
Ed DeWitt  
Marvin Chappa  
Clayton Hufnagel

**MEMBERS ABSENT**

Rachel Fuerer- unexcused

Also, present Sheila Gaines

Chair Southwell called the meeting to order at 7:30 p.m.

**#1 MOVED:** by Marvin Chappa, second by Wesley Jourden, to approve the January 09, 2005, meeting agenda as presented. Motion carried.

**#2 MOVED:** by Marvin Chappa, second by Ed Dewitt, to approve the December 12, 2005, meeting minutes with corrections in clerical errors. Motion carried.

Introduction of new member Clayton Hufnagel and Commission members introduced themselves to him. Deputy Clerk Sheila Gaines administrated the Oath of Office to Clayton. The Planning Commission now has a full membership.

**PUBLIC COMMENTS:**

None

**NEW BUSINESS:**

It was brought up by Chair Southwell that the By-Laws would need to be amended if meeting twice a month, we possibly would not need to meet twice monthly during the summer if the workload deemed it. After a lengthy discussion, with input from Sheila Gaines regarding posting requirements, the following motion was made.

**#3 MOVED:** by Marvin Chappa, second by Wesley Jourden, to amend Motion #6 of the December 12, 2005, meeting to state “start meeting twice a month, beginning in January, 2006, on the 2<sup>nd</sup> & 4<sup>th</sup> Monday, of each month “from January 2006 to April 30, 2006, with no changes to the By-Laws then determine if twice monthly meetings are still needed.” Motion carried

**ZONING ORDINANCE FEE SCHEDULE:**

Lengthy discussion held with the decision to compile a list of all Permit Requirements. Chair Southwell and Clayton Hufnagel will research the Zoning Ordinance regarding the licensing requirements in the Township. They hope to report their findings at the next regular meeting.

Home Business Application draft discussed in length.

**#4 MOVED:** by Marvin Chappa, second by Ed DeWitt, to accept the Home Occupation Permit Application with revisions to - #12 -Have you asked your Neighbor and #13 the anticipated daily customer volume. More discussion will be held at our next meeting with the revisions before sending it to the Township Board.  
Motion carried.

A discussion followed regarding how the township would monitor new businesses that did not procure a permit first and, who will be responsible for enforcement. In addition, how the residents would be notified about the changes. Some possible means to inform the public were:

1. Mail a quarterly or semi-annual publication detailing the changes to area residents. (After approval by the Board) using the Water/Sewer List, tax rolls, and/or PO boxes.
2. Contact Mr. Besteman and see if Planning Commission business can be incorporated into the Newsletter generated by his office. (After approval by the Board.)

The MSU Questionnaire is completed and members agreed to have Brenda compile a "majority rule" answer from each member and return it. Water, Wetland, and Forestry were the top three answers.

**COMPREHENSIVE PLAN UPDATE:**

Planning members plan to categorize the comments made at the Public Meeting and send questioners to the various township departments for their input, then compile a survey to be send out as soon as possible.

Ed DeWitt informed the Commission that the Township Board was considering hiring a Zoning Administrator and indicated that the Planning Commission should have input on this position. It was agreed to obtain a job description (Zoning Ordinance 18.01 and 18.02) for review and submit if any revisions or concerns to the Township Board for consideration.

Meeting adjourned at 9:47PM. The next meeting to be held on Monday, January 23, 2006, at 7:30PM.

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Brenda Case, Secretary

**KINROSS CHARTER TOWNSHIP  
PLANNING COMMISSION  
REGULAR MEETING**

**January 23, 2006**

**3884 W. Curtis Street**

**MEMBERS PRESENT:**

Rick Southwell, Chair  
Wesley Jourden, Vice Chair  
Brenda Case, Secretary  
Ed DeWitt  
Marvin Chappa  
Rachel Fuerer  
Clayton Hufnagel

Chair Southwell called the meeting to order at 7:30 p.m.

**#1 MOVED:** by Marvin Chappa, second by Wesley Jourden, to approve the January 23, 2006, meeting agenda as presented. Motion carried.

**#2 MOVED:** by Marvin Chappa, second by Ed DeWitt, to accept the January 9, 2006, meeting minutes as presented. Motion Carried.

**PUBLIC COMMENTS**

None

**ZONING ORDINANCE FEE SCHEDULE:**

A lengthy and in-depth discussion regarding the current fees charged and not charged for the various ordinances, permits, meetings, etc. Addition research is needed to ensure that all possible fees are correctly applied. A thorough review will be done with all documentation needed to produce a new fee schedule.

**#3 MOVED:** by Clayton Hufnagel, second by Ed DeWitt, to adopt the following compiled list for researching. Motion Carried. .

- |    |   |   |
|----|---|---|
| 1) | Copy of Zoning CD:                          | Currently \$6.00 - \$6.75                 |
| 2) | Zoning Board of Appeals<br>Special Meeting: | Currently \$151.00                        |
| 3) | Junk Yard Applications:                     | Currently \$24.00                         |
| 4) | Junk Yard Renewal:                          | Currently \$10.00                         |
| 5) | Sign Permits:                               | Currently \$5.00 - \$10.00<br>and \$11.00 |
| 6) | Quarry Application:                         | Currently \$160.00                        |
| 7) | Land Division:                              | Currently \$60.00                         |
| 8) | Planning Commission<br>Special Meeting:     | Currently \$250.00                        |
| 9) | Zoning Permit Application:                  | Currently: None                           |

- 10) Special Land Use: Currently None
- 11) Site Plan Review: Currently None
  - A) Multiple Units
  - B) Commercial/Industrial
- 12) Home Occupation Fee: Currently None
  - Renewal:
- 13) Special Board Meeting: Currently None
  - (Zoning & Planning Denials)
- 14) Special Use Permits: Currently None

This list is preliminary for discussion and may be changed as we go forward with a recommended fee schedule to present to the KCT Supervisor and Board.

**HOME BUSINESS APPLICATION DRAFT:**

Following additional review, minor changes to reflect inserting an application fee and renewal site and removal of the vice-chair signature were made.

**#4 MOVED:** by Marvin Chappa, second by Rachel Fuerer, to make the changes as documented for submission to the KCT Supervisor and Board. Motion carried.

Due to the number of home occupation childcare entities in KCT and other various home occupations - we are going to have to do more research to scrutinize exactly what we can and cannot regulate with the Home Application Permit. Wesley Jourden volunteered to research the child day care provider situation and will report his findings at the next meeting. Meanwhile, we are all to research specifics of other Home Occupations. At this time Chair Southwell reiterated that when members have reports, documents, records, research data, etc., that pertain to what we are doing they must ensure that copies of said documents are distributed to all Planning Commission members. It is necessary for all members to have equal access to information for informed decision-making, remarks, and questions. As each of us are gathering information for the Comprehensive Plan, Fee Schedules, and/or other agenda items we are working on it is imperative to share.

**ZONING ADMINISTRATOR POSITION:**

Several questions arose: not only the basic duties but also other duties that should be incorporated into this position. Clayton Hufnagel brought up the issue of enforcing compliance to the Ordinances, especially the "blight" problem. Chair Southwell wants to know where the list of noncompliant status files are. He felt that there is a lack of documentation re: noncompliant residences, action taken, and the outcome. Rachel Fuerer stated the KCT Board needs to determine if this position is full or part-time, the salary, and what the KCT Board will do to ensure enforcement.

**#5 MOVED:** by Marvin Chappa, supported by Rachel Fuerer, to request that the Township Board advertises for a Zoning Administrator/Ordinance Enforcement Officer as one position. Motion Carried.

**COMPREHENSIVE PLAN UPDATE:**

Information about the plan update is still being researched. Marvin Chappa brought in a copy of a sample for our survey questionnaire. Information regarding the 2000 census is still needed. Member Wes Jourden indicated that he could collect this data online. Commission member Clayton Hufnagel offered to combine the sample survey he has with Marvin's and Wesley's. Brenda Case reported that Township Clerk, Marvin Besteman had conveyed to her that he would incorporate the Comprehensive Plan Survey into the next Township Newsletter scheduled for publication in March. This only gives the Commission three meetings to compile the survey and will not be enough time however; we would like space in the newsletter to bring the public up-to-date on what we are doing and to inform them of the issues brought up at the Special Meeting held December 12<sup>th</sup>, 2005. Questions that the Planning Commission has no control over will be addressed and answered by the respective KCT Department Heads or Committees for their feedback. This is providing that the KCT Supervisor and Board approve this action by the Planning Committee or would prefer to do the feedback itself.

**#6 MOVED:** by Brenda Case, second by Rick Southwell, to notify Mr. Besteman that we are just not ready to send our Survey, but would appreciate a space in the newsletter to inform the public of what we are doing and where we are at re: the Comprehensive Plan. Motion Carried.

Meeting adjourned at 9:42 p.m. next meeting Monday, February 13<sup>th</sup>, 2006, at 7:30 p.m.

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Brenda Case, Secretary

**KINROSS CHARTER TOWNSHIP  
PLANNING COMMISSION  
REGULAR MEETING**

**February 13, 2006**

**4884 W. Curtis Street**

**MEMBERS PRESENT**

Rick Southwell, Chair  
Wesley Jourden, Vice Chair  
Brenda Case, Secretary  
Ed DeWitt  
Marvin Chappa  
Clayton Hufnagel

**MEMBERS ABSENT**

Rachel Fuerer (Approved)

Chair Southwell called the meeting to order at 7:30 p.m.

**#1 MOVED:** by Marvin Chappa, supported by Wesley Jourden, to approve the February 13, 2006, meeting agenda as presented. Motion carried.

**#2 MOVED:** by Marvin Chappa, supported by Clayton Hufnagel, to approve the minutes of the January 23, 2006, meeting as read. Motion carried.

**NO PUBLIC COMMENTS:**

**NEW BUSINESS:**

**#3 MOVED:** by Clayton Hufnagel, supported by Marvin Chappa, to discuss fees for the Zoning Ordinance Fees Schedule and then vote on the rates set as one motion to reduce paperwork, Motion carried.

**#4 MOVED:** by Clayton Hufnagel, supported by Ed DeWitt, to approve the new Fee Schedule, as discussed in great depth, and to present them to the Kinross Township Board for approval. Motion Carried.

\*\*\*\*\*PROPOSED FEE SCHEDULE ON SEPARATE PAGE \*\* \*\* \*\*

**HOME BUSINESS APPLICATION FEE:**

Wesley Jourdan will add the new approved fee to the Application Form and take it in to Sheila to put in their meeting packet for their review.

**ZONING ADMINISTRATOR POSITION & ORDINANCE ENFORCEMENT**

**SAMPLE:**

Chair Southwell reported that he had had a discussion with Richard Oliver, who advised that this position would need approximately 2 (two) - 4 (four) hour days to attend to Zoning duties, and perhaps 8 (eight) hours on Enforcement Duties, with a cost of \$10,000.00 per year.

**#5 MOVED:** by Clayton Hufnagel, supported by Ed DeWitt, that Clayton Hufnagel will use all our resources and information to draw up a job description for this position to present to the KCT Board for review. Motion Carried.

**COMPREHENSIVE PLAN UPDATE:**

Samples of questions for the Survey were reviewed. Clayton Hufnagel will compile another sample document for our review and input.

**ON THE RECORD:**

Per Chair Southwell: he has been advised to relay to the Planning Commission that Supervisor Oberle cautions that he does not want too many people in the Township office taking up staff time and supplies doing research. Also, Brenda is to have the minutes of our meetings into the office (Sheila) on Wednesdays prior to the KCT Board meeting.

Ed Dewitt Informed us that he will be absent for the next meeting - going on a cruise. Chair Southwell approved the absence.

**MICHIGAN SOCIETY OF PLANNING WORKSHOPS:**

Chair Southwell and Clayton Hufnagel want to go to the Workshop in Marquette on February 21, 2006. Chair Will contact Supervisor Oberle for Purchase Order and permission to attend for both of them.

**#6 MOVED:** by Brenda Case, supported by Ed DeWitt, to adjourn the meeting. Motion Carried.

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Brenda Case, Secretary

**KINROSS CHARTER TOWNSHIP  
PLANNING COMMISSION  
REGULAR MEETING**

**February 27, 2006**

**4884 W. Curtis Street**

**MEMBERS PRESENT:**

Rick Southwell, Chair  
Wesley Jourden, Vice Chair  
Brenda Case, Secretary  
Marvin Chappa  
Clay Hufnagel

**MEMBERS ABSENT:**

Ed DeWitt - approved  
Rachel Fuerer- not approved

Chair Southwell called the meeting to order promptly at 7:30 p.m.

**#1 MOVED:** by Marvin Chappa, second by Wes Jourden, to approve the agenda as presented. Motion carried.

**#2 MOVED:** by Marvin Chappa, second by Clay Hufnagel, to accept the February 13, 2006, regular meeting minutes as read. Motion carried.

**PUBLIC COMMENTS:**

None

**MASTER PLAN SURVEY:**

We covered a great deal of input for the questionnaire with completion near at hand. Clay Hufnagel will revise our "worksheet" for the next meeting. All members are to continue researching applicable questions for the final draft.

Chair Southwell passed around the UNAPPROVED minutes of the KCT Regular Meeting dated February 21, 2006, that was in the Planning Commissions mail box.

**ZONING ADMINISTRATOR AND ORDINANCE ENFORCEMENT OFFICER**

**POSITION DESCRIPTION:**

**#3 MOVED:** by Marvin Chappa, second by Clay Hufnagel, to submit the proposed job description to the Township Board via our liaison member Ed DeWitt. Motion Carried.

**HOME OCCUPATION APPLICATION:**

Wesley Jourden reported that he had emailed the approved application, with the proposed fee to Sheila. We are now waiting for Township Board approval.

**COMPREHENSIVE PLAN UPDATE:**

With the survey nearing completion, acquiring the census data our next step will be to check the maps for accuracy. We will need to contact Mr. Campbell for an estimate charge for his involvement.

**MSU - ONLINE CITIZEN PLANNER PROGRAM:**

Brenda Case indicated that she would like to take the online Citizen Planner Program with this budget year nearly over we will need to wait until later in the year.

Meeting adjourned at 9:06 p.m. Next regularly scheduled meeting March 13, 2006, at 7:30 p.m.

**CORRESPONDENCE**

Michigan State University- Online Citizen Planner Program

Supervisor Oberle- RE: Planning Commission Meeting Minutes of February 13, 2006

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Brenda Case, Secretary

**KINROSS CHARTER TOWNSHIP  
PLANNING COMMISSION  
REGULAR MEETING**

**March 13, 2006**

**4884 W. Curtis Street**

**MEMBERS PRESENT:**

Rick Southwell, Chair  
Wesley Jourden, Vice Chair  
Brenda Case, Secretary  
Ed DeWitt  
Marv Chappa  
Clayton Hufnagel

**MEMBERS ABSENT:**

Rachel Fuerer -not approved

Chair Southwell called the meeting to order at 7:38 p.m.

**#1 MOVED:** by Marv Chappa, supported by Brenda Case, to approve the agenda as presented. Motion carried.

**#2 MOVED:** by Marv Chappa, supported by Clayton Hufnagel to approve the minutes as read. Motion carried.

**PUBLIC COMMENTS**

None

**NEW BUSINESS:**

Chair Southwell reported that he had been notified that at the KCT regular Board Meeting to be held on March 20, 2006, that there would be a presentation by the Montgomery-Watson regarding contaminated sites in our area, in preparation for the new RAB committee. This information should be incorporated into the Master Plan. Master Plan Survey & the letter from Supervisor Oberle regarding Survey: Although there were no minutes attached to the letter as indicated, we did have the unapproved minutes of February 21, 2006 to work off of - re: Motion #6 requesting the Planning Commission utilize the services of John Campbell from the Regional Planning and Development Commission for the completion of the Master Plan Survey.

**#3 MOVED:** by Marv Chappa, supported by Wesley Jourden, to approve the survey as presented. Chair Southwell called for a Roll Call vote: Rick Southwell - No  
Marv Chappa-Yes, Wes Jourden-Yes, Clayton Hufnagel-Yes, Brenda Case -No and Ed DeWitt-Yes. Motion Carried.

Discussion held regarding the utilization of EUP Planning Commission not only with the Survey, but other areas of updating the Master Plan. We would like a estimate of cost for helping with amending versus having a completed list of exactly where we would need the expert help and, what Mr. Campbell would "help us with free of charge", as he indicated in the meeting of July 11, 2005. Mr. Campbell advised an up-to-date aerial township photography, current zoning maps, a new census, hold a public meeting, etc. He agreed to help us with the Survey after we collect the information.

We also discussed the fact that although Mr. Campbell has been with the EUP Planning Commission for approximately 20 years, we were all in agreement as to how the current Master Plan was printed and placed into the records with such gross inadequacies.

Ed DeWitt did not have a copy of the Zoning Administrator/ Ordinance Enforcement Officer job description to take to the KCT Board Meeting to be held next Monday night, Clayton Hufnagel gave him a copy.

**HOME OCCUPATIONAL RENEWAL APPLICATION REQUEST:**

The township Board, after approving the Home Occupational Application and fee, requested a renewal form with fee be made. At this time Chair Southwell delegated this to the Secretary.

**#4 MOVED:** by Rick Southwell, supported by Brenda Case, to have the renewal application as one separate page with pertinent questions on it. Three yes Three no votes Motion defeated.

**#5 MOVED:** by Clayton Hufnagel, supported by Marv Chappa, to amend the application to have an area on the front page for renewals. Three yes three no votes Motion defeated.

Vice Chair Jourden felt that a complete application should be filled out as a each year however, no motion offered.

**COMPREHENSIVE PLAN UPDATE & LETTER FROM MEMBER HUFNAGEL**

Clayton Hufnagel brought to the meeting his opinions Chapter by Chapter of where we are going to need professional help. Chair Southwell advised all members to go through the Comprehensive Plan and make a list of what they feel is imperative for professional help at our next meeting. This will ensure that each member has an equal opportunity to voice their values to what is needed. Chair Southwell also advised each member to separate by the respective and responsible entities the questions that were asked at the Public Meeting that did not come under the Planning Commission domain. A memo sent to Supervisor Oberle and the KCT Board on January 28, 2006, we have not received a response to date.

Members perused Planning budget. Hopefully the professional assistance will not take too large a portion of our budget.

Meeting adjourned at 9:22 p.m. Next meeting Monday, March 27, 2006, at 7:30 p.m.

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Brenda Case, Secretary

**KINROSS CHARTER TOWNSHIP  
PLANNING COMMISSION  
REGULAR MEETING**

**March 27, 2006**

**4884 W. Curtis**

**MEMBERS PRESENT**

Rick Southwell, Chair  
Wes Jourden, Vice  
Brenda Case, Secretary  
Ed DeWitt  
Marv Chappa

**MEMBERS ABSENT**

Rachel Fuerer (unexcused)

The meeting was called to order at 7:30 p.m. by Chair Southwell

**#1 MOVED:** by Brenda Case, supported by Ed DeWitt, to approve the agenda. Motion carried.

**#2 MOVED:** by Marv Chappa, supported by Rick Southwell, to approve the minutes of the meeting of March 13, 2006, as read. Motion carried.

**NEW BUSINESS:**

Quarry Review: Chair Southwell reported that he had had the opportunity to speak with Mr. Oliver and that Mr. Oliver had made the following recommendations:

1) Contact the Norris quarry and request that the owner/ operator speak to the drivers coming in and out to please reduce their speed to 25 mph as complaints regarding speed and dust have been made.

2) Contact the Thompson's quarry and request that the owner/ operator move the junk behind the fence.

Brenda will ask Sheila to send out these requests on official Township letterhead per Mr. Oliver.

**#3 MOVED:** by Rick Southwell, supported by Brenda Case, that as of this date all quarries currently operating in existing Residential zoned areas be documented on their permits as "NON CONFORMING". Motion carried.

**This will be placed on the agenda for our next meeting to ensure that language and dates be totally clear.**

**#4 MOVED:** by Ed DeWitt, supported by Wes Jourden, to approve the Home Occupation Permit Renewal Form as amended. Motion carried.

Comprehensive Plan: Chair Southwell asked Marv and Wes to go over the existing Plan and submit their suggested updates in the area of Public Service. We need to get a Wellhead Protection map from the DPW and are expecting maps from Jeff Ramsey to compare to those we currently have. The following questions arose:

- 1) Have the Survey questions been sent to Mr. Campbell?
- 2) Has any reply been received?
- 3) Who is going to be contacting Mr. Campbell as to when he is able to attend a Planning Commission meeting?
- 4) When will we be getting copies of the request to review the survey questions and Mr. Campbell's reply?
- 5) When is the Township Newsletter going out so we can put a "blurb" in it?

Brenda will contact Sheila to see if we can have the answers for our next meeting's agenda. Other Discussion: We need to have Clayton Hufnagel's vacancy filled as soon as possible by the Supervisor and Board. Also, we request not to have Rachael Fuerer replaced due to absenteeism at this point. She has verbally committed to being able to attend meetings now as her work load and training sessions been significantly reduced.

**#5 MOVED:** by Brenda Case, supported by Wes Jourden to adjourn the meeting. Motion carried.

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Brenda Case, Secretary

**KINROSS CHARTER TOWNSHIP  
PLANNING COMMISSION  
REGULAR MEETING**

**April 10, 2006**

**4884 W. Curtis**

**MEMBERS PRESENT:**

Rick Southwell, Chair  
Wes Jourden, Vice Chair  
Brenda Case, Secretary  
Ed DeWitt  
Marv Chappa  
Rachel Fuerer

Chair Southwell called the meeting to order at 7:35 p.m.

**#1 MOVED:** by Marv Chappa, supported by Rick Southwell to approve the agenda as presented. Motion carried

**#2 MOVED:** by Marv Chappa, supported by Brenda Case to approve as read the minutes of the March 27, 2006, meeting. Motion carried.

**PUBLIC COMMENTS:**

None

**NEW BUSINESS:**

**#3 MOVED:** by Rachael Fuerer, supported by Brenda Case to have one (1) mailing sent to each quarry with the following information: Each quarry will be required to pay a pro-rated amount from December 21,2005, to June 30, 2006, AND the full year permit fee that will cover from August 1, 2006, to June 30, 2007. It will also become the responsibility of each quarry owner or operator to notify the Planning Commission a minimum of 60 days prior to the renewal date. Motion carried.

**#4 MOVED:** by Marv Chappa, supported by Rick Southwell to table the Hancett quarry application until our next meeting. Motion Carried.

**COMPREHENSIVE PLAN:**

- Marv Chappa: reported his DPW list of possible updates and produced a copy of the Wellhead Protection Program pamphlet. He also agreed to go over the Park & Rec information to see what needs to be updated. Wes is still working on the Emergency Service sections.
- Chair Southwell: has contacted John Campbell and he is tentatively scheduled to attend our next meeting, bringing the Survey Questionnaire for review and changes.

**REVIEW OF ZONING MAPS:**

It is still imperative that a single yet correct zoning map is being used by not only the Planning Commission but the Zoning Administrator, Tax Assessor, and other township entities. Chair Southwell has procured copies of the aerial maps from Jeff Ramsey that need to be compared with our most current and correct zoning maps. He also designated Rachael Fuerer to compare the cd copies dated 2002 and 2005 to check for discrepancies and/or changes. We need to make sure that the Township zoning maps are correctly documented and identified to compare with the Montgomery-Watson zoning definitions. We also need and request copies of the overlay maps of the "sites of concern" and will ask Supervisor Oberle to secure these for us.

**OTHER BUSINESS:**

**#5 MOVED:** by Rick Southwell, supported by Ed DeWitt to recommend renewal of Brenda Case's appointment to the Planning Commission to the KCT Supervisor as her current appointment expires May 1, 2006. Motion Carried.

We also need an applicant on file to be appointed to the Planning Commission to fill the Vacancy of Clayton Hufnagel as soon as possible.

Meeting adjourned at 8:36 p.m.

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Brenda Case, Secretary

**KINROSS CHARTER TOWNSHIP  
PLANNING COMMISSION  
REGULAR MEETING**

**April 24, 2006**

**4484 W. Curtis**

**MEMBERS PRESENT:**

Rick Southwell, Chair  
Wes Jourden, Vice Chair  
Brenda Case, Secretary  
Ed DeWitt  
Marv Chappa

**MEMBERS ABSENT:**

Rachel Fuerer (unexcused)

Also, present Jason Oberle, John Campbell and Gary Hanchett

Chair Southwell called the meeting to order at 7:30 p.m.

**#1 MOVED:** by Marv Chappa, supported by Wes Jourden, to approve the agenda as amended by changing order of New Business. Motion carried.

**#2 MOVED:** by Marv Chappa, supported by Ed DeWitt to approve as read the minutes of the April 10, 2006, meeting. Motion carried.

**PUBLIC COMMENTS:**

None

**NEW BUSINESS:**

Chair Southwell yielded the floor to John Campbell. Mr. Campbell reported that he had looked over the Survey Questionnaire we had submitted for review and explained areas needing to be re-addressed.

- 1) The current survey is not comprehensive enough - it needs to cover all areas of the Zoning Ordinance since it should mirror the Comprehensive Plan; conceivably, a good attorney could challenge and win if legal problems arose.
- 2) Mr. Campbell advised that in the opening statement we should emphasize the importance of the survey and that not all questions have to be answered, yet all answers will be tabulated.
- 3) He also passed out some sample surveys for us to modify for our needs.
- 4) Avoiding write in answers, for example; very satisfied, somewhat satisfied, satisfied, not at all satisfied, very unsatisfied, etc.

There was a general question and answer session with some brainstorming. Supervisor Oberle asked a general price of having the survey done professionally - the estimated cost being \$1500-\$2000. per Mr. Campbell. At that price and with Mr. Campbell's help, the Planning Commission decided that we can continue with and complete the survey on our own. Supervisor Oberle also will question LSSU campus to see if there are any groups willing to help us compile survey data. There are software products available to do the survey such as "We Have The Technology". Other topics covered were: self addressed for returning the survey. EUP Architects and Engineers have offered to help the Park and Rec Department with their five year plan to incorporate into the Comprehensive Plan. Mr. Campbell also advised that after the questionnaires were returned another Public Hearing must be held so the public will have one last time for input. Marv Chappa brought up the map dilemma and Mr. Campbell said that his office can produce new colored maps and also look into procuring an updated Census report. We also discussed Trust Land in the water & sewer assessment district and how to work together to have the same objectives met and enforced. Chair Southwell reported that Marv Chappa had turned in an impressive paragraph by paragraph update of the current Comprehensive Plan regarding the DPW and Recreational areas. Wes Jourden will continue working on updates regarding Emergency Services. The rest of the Planning Commission is to go over the current Comprehensive Plan noting any updates they feel should be addressed on a continuing basis.

Mr. Campbell and Supervisor Oberle left.

Recess: 8:30PM  
Reconvened: 8:40PM

Tilson Hill Enterprises - Quarry Application:

**#3 MOVED:** by Brenda Case, supported by Rick Southwell, to deny Tilson Hill Enterprises Quarry Application because the property is zoned Residential. Motion Carried.

Map Overlay

**#4 MOVED:** by Rick Southwell, supported by Marv Chappa, to stipulate that the overlay map is technically correct with our existing zoning maps. Motion carried.

We would like to see the map of the "sites of concern" as soon as possible, also.

#### **OTHER BUSINESS:**

Chair Southwell reminded that election of officers will be held at our next meeting. Also we will now be meeting once a month unless other meetings are called, for the summer months.

Re: Rachel Fuerer

Rachel's chronic absenteeism was discussed. Rachel has now missed 9 meetings and attended 5. KCT Board liaison Ed DeWitt, with Chair Southwells concurrence, suggested writing Rachael a letter requesting her signed resignation so we can hopefully get a full seated Planning Committee.

Meeting adjourned.

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Brenda Case, Secretary

**KINROSS CHARTER TOWNSHIP  
PLANNING COMMISSION  
REGULAR MEETING**

**May 8, 2006**

**4884 W. Curtis**

**MEMBERS PRESENT:**

Rick Southwell, Chair  
Wes Jourden, Vice-Chair  
Brenda Case, Secretary  
Ed DeWitt  
Marvin Chappa

**MEMBERS ABSENT:**

Rachel Fuerer (unexcused)

Also, present Ivan & Shirley Taylor.

Chair Southwell called the meeting to order at 7:35 p.m.

**#1 MOVED:** by Marv Chappa, supported by Wesley Jourden to approve the agenda as presented. Motion carried.

**#2 MOVED:** by Marv Chappa, supported by Rick Southwell, to accept the meeting minutes of April 24, 2006, as read. Motion carried.

**PUBLIC COMMENTS**

None

**NEW BUSINESS:**

The problem was explained to Liquid Liner owners Ivan & Shirley Taylor about their Home Occupancy Permit and the MTA's attorney's verbal directions to how to resolve it. They are willing to allow the Planning Commission to rectify the problem(s) in conjunction with KCT Board.

**#3 MOVED:** by Brenda Case, supported by Wes Jourden, to get written recommendation re: the liquid Liner situation from MTA attorney to ensure the ZBA knows exactly why this variance is needed to be approved with stipulations. Motion carried.

We will follow Roxanne's verbal advice (MTA Attorney) and begin the appeal process via the KCT Board.

**ELECTION OF OFFICERS:**

**#4 MOVED:** by Marv Chappa, supported by Wes Jourden, to keep the same officers as we have in office now. Motion carried.

Chair Southwell questioned the accuracy of the term limits listed on the Planning Commission member roster. Brenda will check with Deputy Clerk Gaines and find out if this is indeed accurate or not.

**COMPREHENSIVE PLAN:**

Marv Chappa passed out a Master Plan survey template with sample questions. He asked that each member look it over and at our next meeting give their opinions and/or suggestions.

**# 4 MOVED:** by Rick Southwell, supported by Brenda Case, to use the following format for the Comprehensive Plan Survey Questions:

- 1) one page, legal size
- 2) Predominantly multi-choice questions & answers with some write-in answers, and 3) Folded so that one way it is the sent mail side and the other side is a self addressed, postage paid side. Motion Carried.

**#5 MOVED:** by Wes Jourden, supported by Marv Chappa, to mail each questionnaire to each Postal Customer in KCT. Motion carried.

**MTA MEETING IN ST. IGNACE**

Chair Southwell urged each and every member to attend if possible. Rick, Brenda and Marv committed to going - Ed may be going.

Meeting adjourned at 8:51 p.m. The next scheduled meeting will be held on Monday, June 12, 2006 at 7:30 p.m.

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Brenda Case, Secretary

**KINROSS CHARTER TOWNSHIP  
PLANNING COMMISSION  
REGULAR MEETING**

**June 12, 2006**

**MEMBERS PRESENT:**

Rick Southwell, Chair  
Wes Jourden, Vice-Chair  
Brenda Case, Secretary  
Ed DeWitt, Township Liaison  
Marvin Chappa

**4884 W. Curtis Street**

**MEMBERS ABSENT:**

Rachel Fuerer (unexcused)

Also, present Cindy Oliver Zoning Administrator, Joe Paczkowski Township Manager Cynthia Moore, Harvey Moore and Gary Hanchett.

**#1 MOVED:** by Marv Chappa, supported by Wes Jourden to approve the agenda as amended by adding Rachel Fuerer absences and Voting or Abstaining ethics, Iceberg Computer Tower and time change for meetings. Motion carried.

**#2 MOVED:** by Marv Chappa, supported by Ed DeWitt to approve the minutes of the May 8, 2006 meeting as written. Motion carried.

**PUBLIC COMMENTS:**

Cindy Moore passed out pictures of her Gammill Long Arm Quilting Machine and a diagram of the interior of her home. Also stated that there had been no change to the exterior. This was regarding her Home Occupation Permit.

**NEW BUSINESS:**

**#3 MOVED:** by Brenda Case, supported by Marv Chappa to approve Cynthia Moore Home Occupation Application at . Motion carried.

Zoning Administrator Cindy Oliver stated that the next agenda will address notifying Home Occupation permit holders that it is time for renewal.

**#4 MOVED:** by Marv Chappa, supported by Rick Southwell, to have the request for rezoning by Gary Hanchett be sent to the KCT Board. Motion carried.  
Gary was also advised to contact Clerk Besteman to see if the Public Meeting for the rezoning Request and the Quarry Permit Public Meeting can be held at the same meeting.

**#5 MOVED:** by Marv Chappa, supported by Ed DeWitt, to accept the Gary Hanchett Quarry application pending rezoning of the property by the KCT Board. Motion defeated.

**#6 MOVED:** by Rick Southwell, supported by Brenda Case, to accept the Chippewa County Road Commission Quarry Renewal providing typo mistakes are corrected. Renewal Application Permit dates should read: 01-01-2006 thru 06-30-2007. Motion carried.

**#7 MOVED:** by Rick Southwell, supported by Brenda Case to accept the Thompson Sand & Gravel Quarry Application Renewal Pending typo mistakes are corrected. Renewal Application dates should read: 01-01-2006 thru 06-30-200 and pending receipt of letter from them stating no changes were made to the Quarry Site Plan and Documentation is made onto the Application that it is a NON CONFORMING USE PERMIT. Motion carried.

**#8 MOVED:** by Rick Southwell, supported by Brenda Case, to send the Lamar Advertising Company request to the Zoning Administrator. Motion carried.

MTA MI Zoning Enabling Act:

Per the MTA Legal counsel advice, our Zoning Administrator will review our current ordinances to see if any amendments are necessary.

Comprehensive Economic Development Strategy Update:

Before we can address future strategies we need a copy of the previous CEDS. Zoning Administrator Oliver will contact Jeff Hagen to obtain the previous copy & distribute copies for input to get a project list. This will be on our next meeting's agenda.

Comprehensive Plan:

**#9 MOVED:** by Marv Chappa, supported by Brenda Case, to send the Survey Questionnaire to the KCT Board with the addition of questions re: extension of water and sewer service and the willingness to pay for it. Marv will incorporate the questions into the Survey and send it to the KCT Board. Motion carried.

Wes Jourden reported that he had not received any requested input from EMS Director Alan Moses or KCT Police Chief Joe Micolò. Brenda will send them another request with copies to Jason Oberle and Joe Paczkowski

Wes Jourden also brought up the problem of the compost fires and the need for a water hydrant at the compost location. Marv Chappa will discuss the matter with Norm Perkins.

**#10 MOVED:** by Wes Jourden, supported by Brenda Case, to send a notification to the KCT Supervisor and KCT Board to request Rachael Fuerer be removed from the Planning Commission for absenteeism and to appoint a total of 2 (two) new members. Motion carried.

Discussion held regarding abstaining from voting on Home Occupation Business. Following discussion it was found that as of June 1, 2006, there are no Planning Members operating a Home Businesses without a Permit.

Discussion held regarding Iceberg Towers. Brenda Case informed the Commission that according to Zoning Ordinance 3.19 the Planning Commission will need to look at the Iceberg Tower placement.

Commission discussed the need to change the time of meetings.

**#10 MOVED:** by Ed DeWitt, supported by Wes Jourden, to change the Planning Commission Meeting time from 7:30 p.m. To 6:30 p.m. Motion unanimously carried. Time change will need to be posted.

Meeting adjourned at 9:45 p.m. Next meeting scheduled for 6:30pm, July 10, 2006.

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Brenda Case, Secretary

**KINROSS CHARTER TOWNSHIP  
PLANNING COMMISSION  
REGULAR MEETING**

**July 10, 2006**

**4884 W. Curtis Street**

**MEMBERS PRESENT:**

Rick Southwell, Chair  
Wes Jourden, Vice-Chair  
Brenda Case, Secretary  
Ed DeWitt, Township Liaison  
Marvin Chappa

Also, present Township Supervisor Jason Oberle and Zoning Administrator Cindy Oliver.

Chair Southwell called the meeting to order at 6:37 p.m.

**#1 MOVED:** by Marv Chappa, supported by Wes Jourden, to approve the July 10, 2006, meeting agenda as written. Motion carried.

**#2 MOVED:** by Marv Chappa, supported by Wes Jourden, to accept June 11, 2006, meeting minutes as presented. Motion carried.

**PUBLIC COMMENTS:**

None

Supervisor Jason Oberle stated that he was in attendance to let the Planning Commission know that they are doing a good job. This gesture was appreciated by all Planning Commission members.

**PUBLIC HEARING SCHEDULING:**

**#3 MOVED:** by Marvin Chappa, supported by Wes Jourden, to schedule the Public Hearing regarding rezoning of Gary Hanchett property on August 14<sup>th</sup>, 2006, during the regular meeting. Motion carried

**QUARRY EXPIRATION DATES:**

Discussion held on quarry application renewals. The dates on the current quarry applications were not the current application renewals but copies of previous renewals.

**#4 MOVED:** by Rick Southwell, supported by Ed DeWitt to have the quarry permit renewals be effective on January 01 of each year and expire on December 31 of each year. Roll Call Vote found all "Ayes". Motion Carried.

The Township Board will need to schedule a PUBLIC HEARING on the Ordinance change.

**ZONING/ORDINANCE FEE SCHEDULE:**

Township Supervisor Jason Oberle requested a definition of what fees the Zoning Administrator should receive.

**#5 MOVED:** by Marv Chappa, supported by Wes Jourden, to pay the Zoning Administrator the following percentage and rates: 50 % of all Zoning, Special Use, Quarry, Quarry Renewal, Junk Yard, Junk Yard Renewal, Sign, Home Occupation, and Home Occupation Renewal Permit fees, \$25.00 plus mileage round trip from her home to KCT Hall for Planning and Zoning Board of Appeals Special Meetings. And, 50 % of all the Site Plan Review Fees. Motion carried.

**#6 MOVED:** by Wes Jourden, supported by Marv Chappa, to send this pay schedule for the fees to the KCT Board. Motion carried.

Zoning Administrator Cindy Oliver and Jason Oberle brought up the instance of Kretz Lumber wanting to build an 8' x 8' shed on their 10 acre property. The fee schedule calls for a \$1000.00 site plan review. The Zoning Administrator felt that was in excess so charged a reduced fee with the Supervisor's concurrence. After a discussion on the reduced fee it was:

**#7 MOVED:** by Marv Chappa, supported by Wes Jourden, to rephrase the Fee Schedule to read " All fees may be waived or reduced by the KCT Board. Motion carried.

Recess 7:55 p.m.  
Reconvened 8:03 p.m.

**MTA LEGAL OPINION: LIQUID LINERS**

All members are now aware of the ramifications of wording, intent, and how this Home Occupation Permit was allowed. Brenda Case passed out copies of the written request by Supervisor Oberle to MTA requesting a written legal opinion as to how KCT could mend this problem and prevent future liabilities so all members could see the questions asked and read the answer from the MTA attorney.

**#8 MOVED:** by Marv Chappa, supported by Rick Southwell, based on the written opinion of MTA attorney Craig A. Rolfe, dated June 16, 2006 to recommend that KCT retain an attorney to file a "declaratory action" in the Circuit Court in a "friendly suit". This "declaratory action" would cause the Taylors to be named as defendants but KCT would not necessarily be advocating for a particular result but would lay out the basic facts, discuss relevant legal principles applying to those facts, and ask the judge to tell the parties the resulting outcome to give some protection and peace of mind to both KCT and the Taylors. Motion carried.

**REVISIT THE HOME OCCUPATION PERMIT:**

Due to the advice in the written legal opinion from MTA re: Liquid Liners, Brenda Case brought up rewording our Home Occupation Permit Application to define in black and white exactly what constitutes a Home Occupation and to state exactly where a home occupation operation is permitted to be operated and what additional areas are not allowed to be used. This was to "nip in the bud" any further misunderstanding or confusion directly on the application... The ensuing discussion evaluated the written legal opinion to mean that the Ordinance should be changed more than the Home Occupation Permit Application.

**#9 MOVED:** by Brenda Case, supported by Marv Chappa, to request the KCT to amend the Zoning Ordinance to clearly express the meaning and intent of the ordinance. The written legal opinion distinctly identifies 5.03 and Section 3.13 Section 5.03 explicitly designates "home occupations" as a "use subject to special approval" in the R-1 zone, subject to the provisions of Section 3.13. Section 3.13 includes various provisions relating to home occupations. None of these provisions explicitly state that the home occupation shall be conducted on the residential premises only within the dwelling unit itself. Some of the provisions within Section 3.13 create an inference that home occupations were not intended to be allowed outside of the dwelling unit. This aspect of Section 3.13 lacks sufficiently precise language to be without any ambiguity. Section 3.13 referring to an occupation "within the residence" and prohibiting the business from occupying more than 25% of "of the ground floor area of the dwelling unit". Section 2.02 defines the term "Home Occupation" term to mean "a gainful occupation conducted by members of the family only within its' place of residence. There is also a reference to Section 2.01 not specifically defining the term "residence" which also should be addressed. Motion carried.

**COMPREHENSIVE PLAN:**

Discussion regarding if the Survey had in fact been approved by the KCT. Ed DeWitt said he thought it had been approved, but there is nothing in writing at this time. The KCT Board did approve a mailing fee. Marv Chappa will take the survey to the US Post Office and verify exactly what would be the most economical way for mailing and the returns. Wes Jourden reported that he still had not received a response from the Rec Center, Police Departments, and Fire Department to his updating requests. As this is not a critical issue right now, we will just have to wait for the responses. Another line item change in the Survey was to remove a specifically named business and replace it with a generic term. A blurb in the township newsletter will be put in re: the survey when we find out when it is going to be published.

**EUP COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY:**

Zoning Administrator Cindy Oliver provided all members with copies from 2004 and 2005 to use for comparison and updating of our 2006 strategy. This item will have to be gone over and completed in the near future.

**CORRESPONDENCE:**

The information sheet re: the NMPSA Planning and Zoning Seminar being held July 12, 2006, in Marquette, Michigan, was read. Marv Chappa and Wes Jourden stated that they "had just now found out about it". Brenda Case said she had had one for some time and had registered to attend. We will have to try to get information out to all members asap as finding out about a seminar too late to register is just not right. We were cc' d a copy of an email from Jason Oberle to the KCT Zoning Authority dated June 15, 2006. Mr. Jack Gardner had complained via the telephone to Supervisor Oberle about the junkyard located on Thompson Road.. Mr. Gardner had expressed his intent to write a letter to the KCT Board re: his concerns and Supervisor Oberle had discussed the issue of fencing being required around junk, referencing Section 5.1 of the Junkyard Ordinance.

**PUBLIC HEARINGS FOR ORDINANCE CHANGES:**

Although not formally notified, the Planning Commission is of the opinion that KCT has hired a person or persons to review some ordinances and will have them reviewed with ecommendations to the KCT Board sometime in December. The Planning Commission requests that the Ordinances we have recommended to the KCT for their action be addressed at the same time the other Ordinances are being addressed as a cost and timesaving measure.

**JULY 1 CHANGES IN TOWNSHIP GOVERNMENT:**

Brenda Case brought up that as we are doing our first rezoning as a sitting Planning Commission ( Gary Hanchett) and there have been changes in the MTA procedures we need to ensure that we are "crossing our is and dotting our I's. We ran into a problem at Step 1 of the Checklist of Steps For Rezoning of Property (Charter Township). There are no printed applications for rezoning or appropriate fees established by the KCT Board for anyone to even apply for a rezoning with.. Cindy Oliver stated she had not been able to find any such document and was at this time merely requesting a written letter stating the address, current zoning status, what zoning status was being requested and why the request was being made etc., prior to beginning the rezoning procedure. Rick Southwell indicated that this is a problem that needs to be addressed and that we need to check and see exactly what other requests might need a specific application form for, along with appropriate fees.

Meeting adjourned at 9:35 p.m. next meeting scheduled for August 14, 2006 at 6:30 p.m.

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Brenda Case, Secretary

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

**August 14, 2006**

**4884 W. Curtis St**

**MEMBERS PRESENT**

Rick Southwell, Chair  
Wes Jouden, Vice-Chair  
Brenda Case, Secretary  
Marvin Chappa  
Ed DeWitt, Township Liaison  
Rick Jones  
Dale Betlem

**OTHERS PRESENT:** Gary Hanchett, Charles Dean and Cynthia Oliver, Zoning Administrator

**CALL TO ORDER:** Chair Southwell called the meeting to order at 6:33 p.m.

**INTRODUCTION OF NEW MEMBERS:** Chairman Southwell introduced and welcomed two new members to Planning Commission – Dale Betlem and Rick Jones. Betlem was not present at time of introduction and will need to be sworn in.

**#1 MOVED:** by Marvin Chappa, second by Wes Jourden, to approve the August 14, 2006 meeting agenda as written. Motion carried.

**#2 MOVED:** to accept the minutes of July 10, 2006, with correction on page 3 under COMPREHENSIVE PLAN sentence #4 should read as follows: Wes Jourden reported that he still had not received a response from the ~~Ree Center~~ Ambulance, Police Departments, and Fire Department to his updating requests. Correct typo on page #4 under JULY 1 CHANGES IN TOWNSHIP GOVERNMENT sentence #1 should read as follows: Brenda Case brought up that as we are doing our first rezoning as a sitting Planning Commission (Gary Hanchett) and there have been changes in the MTA procedures we need to ensure that we are “crossing our is T’s and dotting our I’s.

**#3 MOVED:** by Brenda Case, second by Ed DeWitt, to approve the July 10, 2006, meeting minutes with corrections. Motion carried.

**OPEN PUBLIC HEARING:** Chairman Southwell opened the Public Hearing at 6:36 p.m. Property Rezoning – Gary Hanchett.

**PUBLIC COMMENT:** 6:37 p.m. Charles Dean present has no objection.

**PLANNING COMMISSION SECRETARY POSITION:** Case resigned as Planning Commission Secretary.

**#4 MOVED:** by Rick Southwell, second by Wes Jourden, to request Zoning Administrator Oliver takes meeting minutes if willing, for this meeting. Motion carried.

Oliver agreed. Discussion to replace Case as Planning Commission Secretary, Chair Southwell asked if anyone would like to volunteer to fill position and take minutes. No response. Further discussion led to possibly asking Oliver to consider doing minutes or requesting a Township employee to attend meetings and do minutes. Compensation to come from Planning Commission budget.

**NEW BUSINESS:**

- a) Bruce Township Master Plan – Discussion noted that KCT was left out of the section on Demographics. Members have copies and will review and discuss at September meeting and provide written response.
- b) Review of Budget – Brief discussion of Planning Commission budget. Chairman Southwell noted to-date the PC Board has not spent much of their budget. Also, asked what budget the Zoning Administrator wages come from. Oliver will inquire with township accounting department Mike/Judy.
- c) Building 152 AKA Forest Supply – Discussion of previous Township Boards decision to approved the demolition of Building 152. Township Supervisor Jason Oberle sent a letter to the MDEQ asking for any available funding to help defray the cost.
- d) Comprehensive Plan – September 4, 2006 surveys are due back. Board would like to see collating of survey completed by October if possible and schedule a Public Hearing for November. Oliver will contact LSSU, MSU-E and UPRP&D to see if they have someone to do collating of survey or any recommendations.

**CLOSE PUBLIC HEARING:**

No additional comments in favor of or against rezoning request. No letters received in favor of or against.

**#6 MOVED:** by Rick Southwell, second by Marvin Chappa, to approve rezoning Hanchett property. Motion carried.

**ZONING ADMINISTRATOR:**

Case thanked Oliver for preparing spreadsheet update on zoning violations.

**CORRESPONDENCE:**

Fire and ambulance department's responses attached. Jourden reported that he has not received any response back from the Police Department.

**OTHER:**

- a) Discussion on whether Rachel Fuerer and Clayton Hufenagle have returned the Planning Commission documents they were given while briefly on the PC Board.

- b) Oliver will check with Deputy Township Clerk Shiela Gaines if anything was returned.
- c) Discussion about two new 4x4 signs to go up at the Lakeview Cemetery located on M-80. Oliver informed Board there has not been any zoning/sign permit issued as of today.
- d) Oliver was asked to notify EUPRP&D about including a potential new project (KCT Fire Department is looking at getting a new fire truck. Cost around \$230,000 - \$250,000.)

Meeting adjourned.

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Cynthia A. Oliver  
Zoning Administrator/Enforcement Officer

**KINROSS CHARTER TOWNSHIP  
PLANNING COMMISSION  
REGULAR MEETING**

**September 11, 2006**

**4884 W. Curtis St.**

**MEMBERS PRESENT**

Rick Southwell, Chair  
Wes Jourden, Vice Chair  
Marv Chappa  
Ed DeWitt  
Dale Betlem  
Rick Jones

**MEMBERS ABSENT**

Brenda Case

Also, present Sheila Gaines and Cindy Oliver.  
Attendance 3

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

**#1 MOVED:** by Marvin Chappa, second by Rick Southwell, to approve the September 11, 2006, meeting agenda. Motion carried.

**#2 MOVED:** by Marvin Chappa, second by Wesley Jourden, to accept the August 14, 2006, meeting minutes with amendments change motion six to read "*recommend the Township Board*" approves rezoning of Hanchett property and show that Dale Betlem was present at time of introduction and Rick Jones was not present. Motion carried.

**PUBLIC COMMENTS**

None

**NEW BUSINESS**

Gary Hanchett owner of Tilson Hill Enterprises submitted Quarry Application and all associated documentation according to Quarry Ordinance 47.

Lengthy discussion held regarding quarry application. Planning members asked how much of the property would be quarried, hours of operation and if they were planning to do any "crushing".

**#4 MOVED:** by Ed DeWitt, second by Marvin Chappa, to accept Gary Hanchett' Quarry Permit Application as presented. Roll call vote Chappa yes, Jourden no, Southwell no, Jones no, Betlem yes and DeWitt, yes. Three yes three no yes Motion Defeated.

Discussion and direction from Zoning Administrator Oliver resulted in an additional roll call vote.

**#5 MOVED:** by Wesley Jourden, second by Dale Betlem, to accept the Tilson Hill Enterprises Quarry Application as presented. Roll call vote Chappa yes, Southwell no Betlem yes, DeWitt yes, Jones no and Jourden yes. Four yes two no votes Motion carried.

Commission discussed holding the Public Hearing for Tilson Hill Enterprises Quarry. Zoning Administrator Oliver will research the procedures.

**#6 MOVED:** by Wesley Jourden, second by Ed DeWitt, to hold the Public Meeting for Tilson Hill Enterprises Special Use Permit on October 9, 2006. Motion carried.

Recess            7:55PM  
Reconvene       8:05PM

Planning members counted the surveys and decided to correlate them instead of hiring the project out.

**#7 MOVED:** by Wesley Jourden, second by Dale Betlem, to have two meetings per month beginning in October until such time that they are not needed. Motion carried.

**#8 MOVED:** by Wesley Jourden, second by Dale Betlem, to change the meeting time back to 7:30PM. Motion carried.

Request the Clerks Department to change time on meeting notice and amend by-laws.

Meeting adjourned at 8:30PM.

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Brenda Case, Secretary

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

**October 9, 2006**

**4884 W. Curtis St.**

**MEMBERS PRESENT**

Rick Southwell, Chair  
Wes Jourden, Vice Chair  
Brenda Case  
Marv Chappa  
Ed DeWitt  
Dale Betlem  
Rick Jones

**MEMBERS ABSENT**

Also, present Cindy Oliver, Sheila Gaines, and Gary Hanchett.  
Attendance 5

Meeting called to order at 7:30PM.

**#1 MOVED:** by Marvin Chappa, second by Brenda Case, to accept the September 11, 2006, meeting with corrections Under “*Members Absent*” *insert the word excused* next to Brenda Case, first paragraph under “New Business” *second sentence change from Quarry Ordinance 47 to Quarry ordinance 47A* and change page two paragraph 6 to state Planning Members *did not* count the surveys they were only discussed. Motion carried.

**PUBLIC COMMENTS**

Resident questioned what the Planning Commissions duties are.

Chair Southwell called the Public Hearing to order at 7:47PM. Purpose of the Public Hearing is to consider request from Gary D. Hanchett, permit/license to operate a Quarry for the excavation of sand. Property number 17-008-068-001-00.

**PUBLIC HEARING COMMENTS**

- What is the purpose of the quarry?

Correspondence received from Charles L. Dean, Tim Gerou, and Charles Kamper stating that they have no objections to Gary Hanchett’s quarry request. Zoning Administrator Cindy Oliver stated that Charles Dean, who is unable to attend the hearing, called her office and reiterated that he is okay with Mr. Hanchett’s request. Additional correspondence received from Tim Gerou. Mr. Gerou lives south of the Hanchett property and though he is not against the operation, he requested assurance that the permit will have an expiration date. He also, stated the hours of operation he preferred and questioned concerns regarding dust control.

The Commission received 251 planning surveys. Chair Southwell informed the members about the training he attended and discussed the DEQ Permit Process.

**Recess 8:25PM**

**Reconvene 8:40PM**

Members discussed the Secretary position for the Commission. Brenda Case resigned as Secretary August 14, 2006 due to illness. Brenda was unaware that the Secretary appointment did not necessary mean that she had to take the meeting minutes. Brenda stated that due to doctor appointments and other personal commitments she could not full fill the guidelines of getting the meeting minutes typed and into the Clerks department within the five-business day time frame. Brenda is willing to take the position and in January will again take the meeting minutes. Deputy Clerk Gaines will try to make sure that there is someone available to attend the meetings to record the minutes.

**#2 MOVED:** by Rick Southwell, second by Dale Betlem, to re-appoint Brenda Case as Secretary of the Commission. Motion carried.

With no additional comments in favor of or against the Hanchett Quarry Permit request, the Public Hearing adjourned at 8:50PM.

**#3 MOVED:** by Brenda Case, second by Rick Southwell, to make the decision of Hanchett Quarry Permit request on October 23, 2006. Motion carried with two no votes.

Commission members once again discussed the survey and if they should compile the results or hire the project out.

**#4 MOVED:** by Marvin Chappa, second by Brenda Case, to request that the Township Board decide whom and how the Planning Survey results should be compiled. Motion defeated with two yes votes and four no votes.

Member Betlem reminded the Chair that the second meeting of the month was decided to use as workshop and that they could use that time to compile survey results and continue work on the Comprehensive Plan unless there was time sensitive material that needed their attention. Chair Southwell stated that the Commission scheduled a second meeting per month and not workshop meetings.

Meeting adjourned at 9:15PM.

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Brenda Case, Secretary

**KINROSS CHARTER TOWNSHIP  
PLANNING COMMISSION  
REGULAR MEETING/WORK GROUP**

October 23, 2006

4884 W. Curtis St

**MEMBERS PRESENT**

Rick Southwell, Chair  
Wes Jourden, Vice Chair  
Brenda Case, Secretary  
Marv Chappa  
Ed Dewitt  
Dale Betlem  
Rick Jones

Also, present Cynthia Oliver and Gary Hanchett.

Meeting called to order at 7:34 p.m.

**#1 MOVED:** by DeWitt, second by Jourden, to approve the agenda. Motion carried

**#2 MOVED:** by Jourden, second Chappa, to accept the October 9, 2006 meeting minutes. Motion carried.

**PUBLIC COMMENT:** None

**NEW BUSINESS:**

- Hanchett Quarry Permit – discussion prior to recommendation.

**#3 MOVED:** by Jourden, second Chappa to recommend to the KCT Board to approve and issue a permit for the Hanchett Quarry Permit.

Roll call vote: DeWitt – Yes

Jourden – Yes  
Southwell – No  
Jones – No  
Case – No  
Betlem – Yes  
Chappa – Yes

- Work Session – Board members and Oliver teamed up into pairs and began compiling data of surveys.

Adjournment: 10:00 p.m.

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Brenda Case, Secretary

**KINROSS CHARTER TOWNSHIP  
PLANNING COMMISSION  
REGULAR MEETING**

**November 13, 2006**

**4884 W. Curtis St.**

**MEMBERS PRESENT**

Rick Southwell, Chair  
Brenda Case, Secretary  
Ed Dewitt  
Rick Jones

**MEMBERS ABSENT**

Wes Jourden, Vice Chair  
Dale Betlem  
Marv Chappa

Also, present Cynthia Oliver

Meeting called to order at 7:43 p.m.

**#1 MOVED:** by DeWitt, second by Case, to approve the amended agenda.

**#2 MOVED:** by Case, second DeWitt, to accept the October 23, 2006 meeting minutes.

**PUBLIC COMMENT:** None

**NEW BUSINESS:**

- Budget – Will review at November 27, 2006 meeting with full board. Oliver will leave budget in Supervisors box after meeting.
- Hours of PC meeting –

**#3 MOVED:** by DeWitt, second Case to move the time of meetings back to 6:30 p.m.

- Meetings per month – No action at this time. Next scheduled meeting Monday, November 27, 2006.
- Work Session – Board members and Oliver began compiling data of surveys.

Adjournment: 9:36 p.m. Motion Dewitt, second Jones.

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Brenda Case, Secretary

**KINROSS CHARTER TOWNSHIP  
PLANNING COMMISSION  
REGULAR MEETING/WORK GROUP**

**November 27, 2006**

**4884 W. Curtis Street**

**MEMBERS PRESENT**

Rick Southwell, Chair  
Brenda Case, Secretary  
Ed Dewitt  
Rick Jones  
Marv Chappa  
Dale Betlem

**MEMBERS ABSENT**

Wesley Jourden, Co-Chair

Also, present Cynthia Oliver

Meeting called to order at 6:45 p.m.

Chairperson Southwell approved Jourden and Betlem absence from November 13, 2006 meeting.

**#1 MOVED:** by Chappa, second by Case, to approve the amended agenda. Motion carried.

**#2 MOVED:** by Chappa, second Case, to accept the November 13, 2006 meeting minutes. Motion carried.

**PUBLIC COMMENT:**

None

**NEW BUSINESS:**

None

**OLD BUSINESS:**

- Budget – Board reviewed FY 2006-2007 budget request.

**#3 MOVED:** by Chappa, second Case, to recommend the Township Board approve the 2006-2007 budget as presented. Motion carried.

- Work Session – Board members and Oliver began compiling data of surveys.

**Adjournment:** 9:00 p.m. Motion Dewitt, second Jones.

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Brenda Case, Secretary

**KINROSS CHARTER TOWNSHIP  
PLANNING COMMISSION  
REGULAR MEETING/WORK GROUP**

**December 11, 2006**

**4884 W. Curtis Street**

**MEMBERS PRESENT**

Rick Southwell, Chair  
Brenda Case, Secretary  
Ed Dewitt  
Rick Jones  
Marv Chappa  
Dale Betlem

**MEMBERS ABSENT**

Wes Jourden, Vice Chair

Also, present Cynthia Oliver

Meeting called to order at 6:42 p.m.

Chair Southwell amended agenda to include Public Improvement Project: Golf Course Clubhouse Addition

**#1 MOVED:** by Case, second by Ed DeWitt, to approve the amended agenda. Motion carried.

Noted by Chappa that minutes of November 27, 2006 did not reflect Chair Southwell's approval of Chappa's absence from November 13, 2006 meeting.

**#2 MOVED:** by Marvin Chappa, second by Brenda Case, to accept the amended November 27, 2006 meeting minutes. Motion carried.

**PUBLIC COMMENT:** None

**NEW BUSINESS:**

Public Improvement Project: Golf Course Clubhouse Addition - Brief discussion held the on proposed project. Members reviewed the engineering plans and other information. A site plan will be needed if the project is to be done.

**OLD BUSINESS:**

- Work Session – Board members and Oliver began compiling data of surveys.
  - a) If data is not completed tonight several board members will meet on Wednesday, December 13, 2006 at 9:00 a.m. to finish up.

Meeting adjourned at 9:00 p.m.

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Brenda Case, Secretary

Minutes recorded by Zoning Admin Oliver