

**PLANNING COMMISSION
REGULAR MEETING**

October 13, 2025

4884 W. Curtis St.

MEMBERS PRESENT:

Arthur Brood
Barbara Hampton
Carolyn Hall
Nathan Beery

MEMBERS ABSENT:

John Kane
Judy Wright

Also present: Katie Murray, Doug Besteman

Arthur Brood called the meeting to order at 6:30 PM.

MOTION #1: by Nathan Beery to approve the agenda. Seconded by Barbara Hampton. All in favor, motion carried.

MOTION #2: by Carolyn Hall, seconded by Nathan Beery, to approve the minutes for September 8, 2025. All in favor, motion carried.

CHAIRMAN'S COMMENTS:

The planning commission will need to start looking at the zoning master plan soon. It will not be discussed at this meeting, as the agenda is already full.

NEW BUSINESS:

Zoning Officer Report: Doug gave the commission an update on how things have been going since he started as zoning officer. Food trucks have been a major issue, with many food trucks not wanting to pay for permits, and many property owners believing trucks they've invited should not need to pay. He also anticipates future legal action resulting from ordinance violation citations. Otherwise, things are going well and most property owners are willing to work with him without escalation.

Zoning Districts: Mark came to Arthur to discuss the new fire hall, because none of the zoning currently accommodates any public safety buildings. Arthur feels that this should fall under special use for any and all zoning districts. Because it would be special use, it would still need to go through the commission, the board, and a public approval process that would allow members of the public to object.

MOTION #3: by Barbara Hampton, seconded by Carolyn Hall, to list public safety buildings under acceptable special uses for all districts. All in favor, motion carried.

Water Ordinance: There is some confusion around ordinance 1.123, as none of the members have copies. It appears to be superseded by ordinance 1.131, as the combined water and sewer ordinance was created seven years after the water ordinance. The ordinance is too long to be covered at this meeting.

The Tribe has complained about the township's policy of keeping outstanding bills with the property owners rather than renters. They feel they are being left responsible for too many unpaid bills. Questions arose regarding the affidavit mentioned in the ordinance. There has been some discussion of creating a summary sheet to give to property owners to explain their responsibilities, rights, and recourses. Consideration should also be given to whether individuals leaving the township with outstanding bills should be flagged in some manner to require full repayment before turning on water at any new address.

More research will need to be done into which policies are from our ordinance, and which are dictated by the state. In the meantime, property owners will need to use the affidavit as a recourse already provided to them.

OLD BUSINESS:

Mobile Food Vending Ordinance: It has been requested that the ordinance be modified so that the annual permit expires based on the purchase date rather than the calendar year, and that shorter-term permits should be available. Arthur and Barbara both did extensive research on the policies and fees of other cities and townships.

It was found through research that almost all other cities have a designated area for long-term food truck parking. There are also provisions for distance from brick-and-mortar restaurants, as well as mandatory liability insurance policies. The state of Michigan requires a business license, mobile food facility permit, health permit, and sales tax permit.

Fees need to cover the administrative cost, but also potential future legal costs.

A requirement for a million dollar liability insurance policy can be added to section 8 of 1.142. Kinross Charter Township will not need to be listed as a rider, as it's assumed trucks would be traveling between many small towns and this would not be a reasonable request.

Google Earth is consulted in order to determine a reasonable distance requirement. 100 yards is determined to be reasonable. This can go under the requirements section.

The expiration date under section 5 can be changed from the calendar year to one year from the date of issuance.

Carolyn states that \$150.00 still feels reasonable for an annual pass, particularly when considering the cost of property taxes during that same period for a brick-and-mortar restaurant owner. A \$20 daily pass, the cost of which can be put towards an annual pass that expires from the date of the daily pass's issuance, is decided on as a daily option for events etc.

A seasonal pass is suggested for summer only, as so many trucks only operate during the summer months. The seasonal pass would be \$100.00 for May 15th to October 15th, expiring on October 15th of the year of issuance. Daily passes could not be put towards to the cost of a seasonal pass.

MOTION #4: by Barbara Hampton, seconded by Carolyn Hall, to amend ordinance 1.142 to add a requirement for a million dollar liability insurance policy, mandate a distance from brick-and-mortar restaurants of 100 yards, change the expiration date from the calendar year to a year from issuance, and add both daily and seasonal permits. All in favor, motion carried.

Meeting adjourned at 8:07 PM.

Carolyn Hall, Secretary

Minutes typed by Katie Murray