

ONEIDA CHARTER TOWNSHIP
PLANNING COMMISSION MEETING

HELD

August 22, 2019

At 6:00 P.M.

MEMBERS PRESENT: CHAIRMAN KILGORE, MEMBERS GREEN, WALTERS, SCHERER, STAHELIN, KUHLMAN AND SCHROEDER

OTHERS PRESENT: SUPERVISOR COOLEY, ZONING ADMINISTRATOR GOSCHKA, CLERK KILGORE, TRUSTEES SCHULTZ AND CAMPBELL, ZONING BOARD OF APPEALS MEMBER GROSTEFON AND ROWE PROFESSIONAL SERVICES COMPANY REPRESENTATIVE DOUG PIGGOTT.

1. Meeting was called to order at 7:00 p.m., by Vice Chairman Scherer.
2. Pledge of Allegiance was given.
3. Additions to the Agenda, there were none.
4. Minutes of June 4, 2019 were approved as amended in a Motion made by Mr. Walters and supported by Mrs. Schroeder. Motion Carried.
5. Public Comment: Supervisor Cooley discussed all the calls they had received on what was happening at the MacKenzie Property on Rupp Road. He said Mr. MacKenzie is having soil hauled into the low areas and is going to plant wheat there.
6. Master Plan Kick Off Session: Mr. Piggott introduced himself and told the Board he had been with Rowe for 29 years; he is a senior planner and he was going to be presenting a power point presentation on the steps that will be taken in the next few months to update the Township Master Plan. A copy of the presentation is attached to these minutes.

Mr. Piggott started with the Project Timeline, the Agenda on the first page of the Presentation and let us know that the time line was going to be from this Kick Off Meeting until July 2020. He addressed each step on the Agenda for the Commission and those present. He discussed each Meeting that would take place and on what date. This Schedule can be found on page 2 of the Power Point Presentation.

He discussed the other Members of his team and let the Commission and those present know that they might be working with some on them on occasion. The Team introduction can be found on page 2 of the Presentation.

Public Engagement was the next topic which discussed the online survey. There was some discussion on using only the on line survey. Clerk Kilgore suggested using a postcard notification to residents to let them know that they could pick up a paper copy of the survey at the Township Hall or have one mailed

to them along with the online survey. The Planning Commission felt this was the best way to handle the survey to ensure that all Residents got a chance to respond.

Mr. Piggott discussed the Public Engagement Strategies: Which involve the Opinion Survey, Community Workshop, and Open House to have the Residents come in and listen to their opinions. Then He discussed the Planning Process which starts with where we are today and where we want to go tomorrow, our vision for the future. Also, how to approach and accomplish our goals for the future and how to implement the plan.

Mr. Piggott discussed the relationship between Planning and Zoning, and how the Master Plan serves as a basis for zoning. He discussed statutory authority and the Planning and Zoning Enabling Acts. He also discussed the Roles and Responsibilities of the Township Board and the Planning Commission as shown on page 12 of the presentation.

Mr. Piggott discussed Procedural issues in general as well as bylaws and conflict of interest on the Planning Commission and Zoning Board of Appeals. He also discussed the two types of Variances and how we have a lot of conditions and in the finding of fact for a decision we have to address each one of those conditions for approval. He thought we might want to lessen the amount of conditions when we update the Zoning Ordinance. Mr. Piggott discussed site visits and discussions at the site as well as group visits and noted that if a quorum was present it must be published and posted as a meeting. He discussed creating Motions and that they are read out loud so the public and applicant are clear on what is being voted on. He discussed appeals and how the current Zoning Ordinance only allows for a five-day appeal window and he felt that is too short, the normal appeal window is 21 to 30 days. He thought that should be looked at when the Zoning Ordinance is updated.

Mr. Piggott discussed Powers-Interpretation and change of Nonconforming Building Structures and Uses as well as other Zoning Matters.

Coordination and Communication: Mr. Piggott asked how the Commission would like to receive the Master Plan Packets. It was decided after discussion that e-mail would work for all items and individual copies of large items would be sent to Zoning Administrator Goschka, who would then let the Members know and they could pick them up at the Township Hall. The time frame decided on was ten days in advance of each Meeting for packets to be delivered to the Township Hall. Mr. Piggott told the Board of his schedule in the coming months and that if he was not available for the Meeting Dates one of the other Planners from Rowe would attend the Meeting.

Prouds and Sorries: Mr. Piggott did a list of things the Commission and those present were proud of about the Township and a list of things they were sorry about. Prouds were Rural Character, local conveniences, roads, safety over all, being a positive community, financial position and township government. Some of the Sorries were relationship with Grand Ledge, drain issues, septic issues, city water issues.

It was decided that the Commission would review the survey and get back to Zoning Administrator Goschka with any changes they might feel were necessary in the next few weeks and hopefully the first Meeting on the Master Plan would be in October, which would be on Master Plan Section Updates, Population, Housing and Income Data, Existing Land Use, Agricultural and Natural Resource

Characteristics, Public Service and Community Facilities and the last-minute details for the Community Workshop.

7. Public Comment: there was none.
8. Any other business: there was none
9. Chairman Kilgore adjourned the meeting at 8:47 p.m.

Minutes respectfully submitted by Jan Schultz

Minutes APPROVED:

A handwritten signature in cursive script, appearing to read "Justin Kilgore", is written over a horizontal line.

Mr. Justin Kilgore, Chairman