

ONEIDA CHARTER TOWSHIP PLANNING COMMISSION

May 3, 2022

AT 7:00 P.M.

MEMBERS PRESENT: CHAIRMAN KILGORE, MEMBERS SCHERER, WALTERS, GREEN, SCHROEDER, HAFNER, AND DEMBOWSKI.

OTHERS PRESENT: ZONING ADMINISTRATOR GOSCHKA, SUPERVISOR COOLEY, JACKIE PENAKLANECKY, AND JAN SCHULTZ.

1. Call to Order
2. Pledge of Allegiance was given.
3. Additions to the Agenda, there were none.
4. Minutes March 1, 2022 were approved with corrections in a Motion made by Mr. Green and supported by Mrs. Schroeder. Motion Carried.
5. Public Comment, there was none.
6. Appointment of 2022 Officers as instructed by Planning Commission By Laws. Motion was made by Mr. Hafner to keep the present Officers: Chairman Kilgore, Vice Chair Scherer, and Secretary Schultz. Support was given by Mr. Green. Motion Carried.
7. The Planning Commission discussed both agenda items 7 and 8 simultaneously.
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Strategic Implementation Table discussion. The Commission had reviewed the Implementation Plan of Chapter 9 in the Master Plan. They reviewed the strategies identified through the plan as summarized on page 9-1 of the Master Plan. Chairman Kilgore said he felt the number one strategy should be to review and update the Zoning Ordinance in the first year and to also put together an annual report at the end of the year. Mrs. Scherer agreed that the Commission needed one document with all Ordinances included. In regard to the annual report, she felt that the Commission had limited power because everything goes to the Township Board for final approval, so the Board already sees everything the Planning Commission does. She did think that it would be nice to have the annual report available to the Public. Zoning Administrator Goschka pointed out that the Annual Report was not required under the old Master Plan. Chairman Kilgore said the Implementation Plan would provide a guide of what the Planning Commission hopes to accomplish in the future and what they accomplished in this past year. Mr. Hafner said they needed to prioritize the list of strategies. Mrs. Dembowski said page one of the annual report could be what happened this year. Chairman Kilgore reviewed the bullet points on page 9-1 and said number one for the strategic plan should probably be the Zoning Ordinance update in year one and two. Mrs. Scherer said some things on the list are already done. She said the list could be made public on the web site.

Chairman Kilgore went through the bullet points and the first one after the Zoning Ordinance update was consider adoption of a natural features ordinance, then participate in review of any city Master Plan update, reach out to the City about future joint planning work on projects on the border, undertake non-motorized transportation plan in years 3 and 4, establish policy for ensuring all Planning Commission, ZBA, Township Board and staff have the training needed to perform their assignments, and conduct a planning and zoning debrief annually to identify ways of making procedures clear and concise. Chairman Kilgore said the bullet points should be

numbered for the years of action on them and prioritized as to years of action and implementation. An Annual Report would be discussed in November and finalized in December and sent to the Township Board.

Mr. Green said he liked the sample plan from The Village of North Branch. This matter will be on the agenda for next meeting to allow the Commission members time to review it and prioritize the bullet points discussed at this meeting.

9. **Mobile Food Vendors Ordinance Discussion:** The Commission reviewed the changes necessary to the Zoning Ordinance to incorporate the Mobile Food Vendors Ordinance as prepared by the attorney. Mr. Hafner questioned the Public Act 92 of 2000 as mentioned in the sample Mobile Food Vendors Ordinance. Mrs. Schroeder looked it up and it was reviewed and discussed. Mr. Hafner questioned the need for checking of the driver's license for a permit to operate a Mobile Food Vehicle as no one is available in the office to check for proof of license. Mr. Green wondered if the Mobile Food Vendors would have to be removed every night, Zoning Administrator Goschka said only from Township Property. She said to clarify whether the license allows the Food Truck to stay at Ledge Meadows Golf Course for the whole summer would be important. There was a discussion on special events and what constitutes a special event. It was discussed that the license fees should be non-refundable. Also, there was discussion on alcohol and the fact that it had to be licensed by the State of Michigan. Chairman Kilgore felt that some control was needed over Food Trucks by way of an Ordinance. The Commission agreed, they need to find wording they like and make it fit. Mr. Walters liked the idea of an all-encompassing Ordinance for Mobile Food Structures. Mr. Green discussed licensing fees, which Zoning Administrator Goschka said would be set by the Planning Commission or the Township Board. The Commission had been given a sample copy of some fees. Mr. Walters discussed having the Township Attorney at the next meeting. Mrs. Dembowski asked what are we trying to accomplish. We need to have a record of where these establishments are located and have accountability. Mr. Hafner said he thought that each Commission Member should review the proposed Ordinances and come back to the next meeting in June with questions, concerns and ideas. He also discussed the insurance coverage found on page 5 of the sample ordinance. The Commission thought it was a good idea to review and come back with any questions, suggestions or changes they thought were necessary. They decided that was what they would do. Then Zoning Administrator Goschka can take up any legal concerns with the Township Attorney.
10. **Public Comment:** Supervisor Cooley told the Commission that Schaefer's on M-100 had been sold to Hammond Farms. Mr. Green asked about the need to change their Special Use Permit. Zoning Administrator Goschka said they would be working on that soon.
11. **Any Other Business:** Mr. Green let the Commission know that MDOT is working on getting a traffic light at the corner of St. Joe. Hwy. and M-100. Mr. Green asked Zoning Administrator Goschka about progress at the two homes on M-100. She said they have until August to complete the cleanup of the property. Mrs. Schroeder asked about the home on M-100 with the Storage Containers. Zoning Administrator Goschka said he was selling them and was going to build a large pole barn to move the contents to.

Mr. Walters discussed a matter from the Zoning Board of Appeals Meeting held in November of 2021 regarding a change to the Zoning Ordinance Section 15. T and L. This Section deals with acreage required for veterinary establishments and animal boarding. Zoning Administrator Goschka said she would add this to her list of issues to be addressed in the new Zoning Ordinance.

12. Adjourn Meeting: After all discussion Meeting was adjourned at 8:30 p.m.

Minutes respectfully submitted by Jan Schultz and Zoning Administrator Goschka.

Approved:



Mr. Justin Kilgore, Chairman