

APPROVED

GLEN ARBOR TOWNSHIP

Planning Commission
Glen Arbor, Michigan 49636

February 6, 2014

CALL TO ORDER:

Chairman Lance Roman called the meeting of the Glen Arbor Planning Commission to order at 7:33 PM.

ROLL CALL:

Paul Walters, Bob Ihme, Kent Kelly, John Pepler, and Lance Roman. Fred Missad and Bill Stege were absent

AGENDA:

Approved as presented

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APPROVAL OF MINUTES:

John Pepler moved to approve the minutes of the January Commission meeting and Kelly supported. The minutes were approved unanimously.

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CORRESPONDENCE:

An advertisement for a Pipeline Safety seminar.

TOWNSHIP BOARD REPORT:

Kent provided a copy of the minutes of the January 21, 2014 Township Board meeting. Several Township Board members attended a MTA meeting at Grand Traverse Resort on January 28-31.

ZONING ADMINISTRATORS REPORT:

Tim Cypher reported on his activity during January. He fielded 31 phone calls. No building permits were issued.

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ZONING BOARD OF APPEALS REPORT:

.No hearings and none planned

NEW BUSINESS:

1. Election of officers for 2014: John Pepler nominated Lance Roman for Chairman, Fred Missad for Vice Chairman and Bill Stege for Secretary. Paul Walters moved the nominations be closed and Kelly supported. The Present officers will retain their offices for the 2014 term.
2. Reschedule April meeting for snowbirds. The April meeting will be postponed to Thursday, April 10. The appropriate notices will be posted.
3. Discuss punch list items as needed or updated.

PUBLIC COMMENTS:

COMMISSION MEMBER COMMENTS:

A discussion regarding increasing the Commission from 7 to 9 members concluded with the decision to recommend to retain the Commission at seven members. Kelly will take the recommendation to the Township Board.

Punch list of proposed new topics from Version 4.6 – 4.7:

1. Review of zoning maps to make sure that we are using the current maps: Tim Cypher is still in process of reviewing. Tim Cairns, Township Assessor, is keeping records current.
2. Review of Definitions: Fences, walls, and decks are not considered structures in our ordinance. Tim recommends adding decks and walls as structures but no need to create an amendment for just this one item.
3. Clarify that setbacks should be measured from drip line or eave edge.
4. Site Plan Review requirements need an updating and to be clarified. Cypher has definitions for Site Plans with a more thorough guide for checks and balances. Cypher provided a draft to Lance. This topic will be on the Agenda for the March Commission meeting
5. Vacant land use with RV and camping use needs a review and discussion. Cypher finds nothing in our present ordinances. A copy of JP's report regarding State regulations will be provided to commission members.
6. Signage review: This Ordinance is complete. Further work is not needed. It will be removed from the Punch List.
7. Temporary buildings (Kiosks) and temporary uses in all zoning districts (i.e. food trucks and outside vendors): Tim will talk to the owners of the kiosks on Lake Street to make sure they meet any necessary requirements. The item can be removed from the Punch list. Kent will notify the Township Board that no action need be taken at this time.
8. Height requirements, possible average: This item can be removed from the Punch List.
9. Formal Complaint forms and processes: This item is complete. Remove from Punch List.
10. Review non-conforming ordinance section: Revisit if an issue arises. Remove from Punch List.
11. Review entire ordinance to limit subjectivity and loopholes: This item is ongoing.
12. ISO rating ordinance for Site Plan Review standards: Keep open for consideration.

ADJOURNMENT:

Chairman Lance Roman adjourned the meeting of the Glen Arbor Planning Commission at 8:40 PM.

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Respectfully Submitted
Dotti Thompson
Recording Secretary
Planning Commission

APPROVED