

Colfax Township, Weldon Township and Village of Thompsonville
Community Joint Planning Commission
14731 Thompson Avenue, Thompsonville, MI 48683
Meeting Minutes – December 6, 2012

The meeting was called to order at 7:00pm by Sue Meredith followed by the Pledge of Allegiance.

Present at roll call: Jack Richter, Shelley Greene, Steve Heller, Sue Meredith, Debra Franke, Pat Workman and Craig Meredith. Absent: Marty Lonn, Bryan Matthews, Don Suchocki and Peggy Minster (excused). Guests: Russ Smith, Marlene Robinson, Carolyn Flees and Craig Meredith.

Citizen Matters. Russ Smith attended at the JPC's request. He is the liaison between the library and the foundation that is funding the new building. Russ provided history on the Friends of the Library vision and community surveys for a larger library. He gave a slide presentation on the site plan. Timeline for groundbreaking has not been set yet. Mary Lappan is designing the interior and handling the site plan. The building will have a 42'x36' footprint, 1512 square feet and underground propane tank and electric. Craig asked about parking in regard to building capacity. This resulted in extensive discussion particularly on First Street parking issues. Jack pointed out a site plan needs to include parking; this one does not. Russ said Mary has worked to comply with known requirements and was told the village has none on parking. After more discussion, Russ agreed with Eugene's understanding there currently is no village ordinance on parking but would be addressed if the future zoning ordinance affected it, recognizing there is a timing issue. Russ stated they have done their best to follow what is in place. Craig suggested the deed be checked; he believed there may be restrictions on the two lots. Steve agreed and stressed it could be a deal killer.

Public Comment. None.

Agenda Additions/Corrections. None.

Approval of Minutes. Jack moved, seconded by Eugene to accept the November 1 meeting minutes. Ayes: all; motion carried. Jack requested a correction to the December 4 special meeting minutes to include the concern he expressed at that meeting about having a special meeting so close to the regular meeting. Debra moved, seconded by Jack to accept the December 4 special meeting minutes with the correction. Ayes: all; motion carried.

Zoning Ordinance Proposals. Craig asked about zoning boards of appeal in the LIAA proposal; Shelley read the ordinance which states the ZBAs will be separate. Discussion was held on the two proposals and responses to open issues. Debra moved, seconded by Eugene to accept Mark Eidelson's proposal to have LANDPLAN develop the joint zoning ordinance. Ayes: all; motion carried. Shelley will email Mark notifying him of the JPC's decision and requesting he attend the January 3 meeting and bring the agreement. Sue offered to scan the village's ordinance to disc, anticipating Mark's need for it. She will email LIAA and NWMCOG.

Unfinished Business and Reports

- Zoning Administrator Contract. Sue reviewed the updated agreement on the liability insurance and compensation items. Mileage will be changed to the current IRS rate. Shelley will update the job description based on prior discussion. Jack moved to accept the agreement as presented with changes, seconded by Shelley. Ayes: all; motion carried. Jack discussed the budget related to the zoning ordinance. Sue asked if we are ready to select a ZA in January; there was consensus. Shelley asked about fees; Jack said the budget committee discussed a 70/30 split for JPC/ZA. The group discussed that compensation will be set in the agreement but fees could be set in an addendum. Also, the liability insurance is to be paid by the JPC and that cost will be deducted from monthly compensation installments. This ensures coverage; the JPC will be a named insured. Shelley asked if this is in the agreement; no. Jack made a motion to amend the previous motion, seconded by Shelley to add statements to the agreement that the JPC will be an additional insured under Insurance and the contractor will be subject to an annual performance review and salary review

under Miscellaneous. Ayes: all; motion carried. Sue will forward the agreement updates to Dick Figura.

- Zoning Administrator Position. Shelley said the group previously agreed to follow up interviews due to issues that arose afterward. Eugene felt we should vote and if the selected person declined we could vote again. She said it has been a long time since the interviews; they were notified issues were being worked on and that our decisions or their circumstances may result in dropouts. Eugene understood and Sue suggested asking candidates by email if they are still interested; Shelley to handle. Pat asked if a ZA has been chosen; Sue said this will happen in January. Debra and Eugene have listened to the interview tapes but Pat has not. Arrangements will be made for this so he is prepared to vote.
- Grants. The group agreed with what Shelley wrote for the Grand Traverse Band application. It was decided to request 75% of the zoning ordinance project cost from the Band and list a breakdown of the project's items for the one-page budget. The State of Michigan grant required significant detail in a short amount of time so it will not be pursued.
- JPC Terms. Sue read the ordinance section on terms and noted that they expire March 31, coinciding with our fiscal year. Discussion held on initial and staggered terms. The first one, two and three years are the initial terms that began with the JPC formation. One-year appointments started March 2011, ran until March 31, 2012 and then started a three-year term cycle. Two- and three-year appointments run until March 31, 2013 and March 31, 2014; then they begin the three-year terms as stated in the ordinance. This results in the staggered terms. A chart with names and appointment terms/dates will be created for reference.
- Expense/Compensation Approval. Form was signed for compensation.

New Business

- Bylaws. Sue said this is on the agenda as a reminder; there are a few things that need to be done but not at the expense of working on zoning. Shelley added that amending the bylaws was previously discussed to include elements from the Conflict of Interest/Ethics workshop. Jack suggested forming a committee in January.
- Training. Sue will handle enrollment for Debra in the Placemaking training December 13.

Correspondence. None other than what was received concerning zoning ordinance proposals.

Sue noted the importance of attending meetings or notification if attendance isn't possible. The upcoming zoning ordinance meetings are very important and a lot will be on our plates. As a reminder, she said the ordinance states two consecutive unexcused absences may result in removal from office. Sue asked for 100% participation going into the zoning ordinance and working with Mark Eidelson.

Pubic Comment. Craig Meredith stated that whether it is the library or anyone else, if there are guidelines, setbacks, off-street or other parking requirements, etc., they need to be taken into consideration.

Adjournment. Jack moved, seconded by Shelley to adjourn at 9:05pm. Next meeting is January 3 at 7:00pm.

Respectfully submitted,

Shelley Greene
Secretary

Minutes are proposed until approved at the next meeting.