

Colfax Township, Weldon Township and Village of Thompsonville  
Community Joint Planning Commission  
14731 Thompson Avenue, Thompsonville, MI 48683  
Meeting Minutes – January 3, 2013

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, Peggy Minster, Sue Meredith, Don Suchocki, Debra Franke, Pat Workman and Eugene Allen. Absent: Marty Lonn and Bryan Matthews (excused).  
Guests: Craig Meredith and Ron Evitts.

Citizen Matters. None.

Public Comment. None.

Agenda Additions/Corrections. None.

Approval of Minutes. Motion by Peggy, seconded by Debra to accept the December 6 meeting minutes. Ayes: all; motion carried.

Zoning Ordinance. Motion by Jack, seconded by Peggy to accept and sign LANDPLAN's agreement and present it to the townships and Village for the officials' acceptance and signature. Ayes: all; motion carried. Inventory forms were distributed and the property types to be listed were discussed. Forms for each entity are to be completed by February 7. Sue will send Mark Eidelson copies of the Weldon and Village zoning ordinances.

Unfinished Business and Reports

- Zoning Administrator Contract. Sue is finalizing with Dick Figura.
- Zoning Administrator Addendum. This will include 30 percent from the fee schedule for the ZA. Discussion deferred to Budget agenda item.
- Zoning Administrator Duties. Discussion was held on enforcement of local ordinances. Sue expressed concern that the statement may be too broad. Extensive discussion followed. Motion by Jack, seconded by Don to revise the last bullet point regarding services to read "Enforce local zoning ordinance and interpret zoning codes and master plan." Ayes: all; motion carried.
- Zoning Administrator Position. Sue abstained from discussion/voting due to conflict of interest. Shelley reported that Craig Meredith responded by the deadline and was still interested in the position; the other two candidates did not respond. Motion by Jack, seconded by Debra to appoint Craig Meredith as the Zoning Administrator for the Joint Planning Commission. Ayes: Richter, Greene, Minster, Suchocki, Franke, Workman and Allen. Abstained: Meredith. Motion carried.
- GT Band Grant. Shelley reviewed the final application that was submitted in December. She had been informed that a decision should be reached by mid-January and funds may be released as early as month end.
- JPC Terms. Shelley presented a document that includes names, term dates and ordinance language for future reference. It was noted the Village will need to appoint an alternate to fill the vacancy created by Craig Meredith's acceptance of the ZA position.
- Bylaws workgroup. It was agreed that Bryan, Peggy, Debra and Shelley would work together on the bylaws to include additional elements, such as conflict of interest.
- Expense/Compensation Approval. Form was signed for compensation.

New Business

- Budget. Jack reviewed the proposed 2013-2014 budget developed by him, Don and Eugene. He noted increases for Training to cover zoning related programs and for Zoning Ordinance expenses in addition to the professional fee. Motion by Don, seconded by Eugene to accept the JPC proposed

budget for 2013-2014 as presented. Ayes: all; motion carried. It was agreed to present the proposed budget for approval at the next local meetings. The 70/30 fee schedule split was agreed to in principle at prior meetings as a revenue source for the JPC. It was also agreed that the Addendum should include the ZA's 30 percent. Motion by Jack, seconded by Shelley to adopt a fee schedule of 70 percent for the JPC and 30 percent for the zoning administrator. Ayes: all; motion carried.

- Action Plan. Item will be addressed at a future meeting.

- Meeting Time. Shelley suggested starting meetings earlier considering the time that will be required for zoning ordinance development in addition to regular business items. Motion by Jack, seconded by Debra to change meeting start time to 6:30pm until further notice. Ayes: all; motion carried. Shelley will arrange for publication and post new schedules.

Correspondence. LANDPLAN's Agreement and Craig Meredith's response regarding the ZA position were received. Shelley read Dean Solomon's (MSU Extension) email inviting her to be a panelist with Harry Burkholder (LIAA) on the topic of joint planning success stories. MSU Extension produces DVDs and support material for its monthly Planners Moments series for planning commissions in the ten-county northwest Michigan planning region. There were no concerns expressed and she was encouraged to participate.

Adjournment. Motion by Shelley, seconded by Debra to adjourn at 8:47pm. Next meeting is February 7 at 6:30pm.

Respectfully submitted,

Shelley Greene  
Secretary

*Minutes are proposed until approved at the next meeting.*