

Colfax Township, Weldon Township and Village of Thompsonville  
Community Joint Planning Commission  
14731 Thompson Avenue, Thompsonville, MI 49683  
Minutes – July 7, 2015 Regular Meeting

Sue Meredith declared the meeting open at 7:00 P.M. following the Pledge of Allegiance.

Present at roll call: JPC members Shelley Greene, Peg Minster, Irene Dunham-Thayer, Sue Meredith, Chris Jones, Sally Bobek, Debra Franke, Pat Shaeffer and Zoning Administrator Craig Meredith.

Absent: Don Suchocki and Eugene Allen (excused).

Guest: Ron Hitesman.

Agenda Additions/Corrections. Add Weldon Clerk for JPC under New Business. **Motion** by Peg, seconded by Chris to approve the agenda with the addition. Ayes: all; motion carried. Add Vice Chair election and recordings to August agenda.

Approval of Minutes. **Motion** by Irene, seconded by Sally to approve the June 4 regular meeting minutes as presented. Ayes: all; motion carried.

Unfinished Business

A. ZA Office Space. Sue reported a rental fee will be discussed at the next Weldon board meeting.

B. Office Equipment. Shelley purchased a newer version of the current JPC printer/copier. There was no opposing opinion to her comment that printing/copying for JPC business is probably greater than the Zoning Administrator's and the JPC should use the new equipment. On PCs, Peg said prices range from \$600 for a basic up to \$1,200 for one that would be upgradeable in 5-6 years; she will get details. Sue asked if we wanted to decide then; Shelley felt we should wait for specs. Sue also has a source to check. Peg will also get contact info for used office equipment; may be able to find file cabinets. Sue may have a source for a fireproof cabinet.

C. Zoning Signs. Debra reported on prices from several sources. It was agreed Signplicity south of Chums Corners was the best choice at \$45 each for 24x18" signs. Cost of \$135 for post and installation by BCRC was discussed; could it be done cheaper such as having someone else install? Shelley will ask the BCRC at the Colfax meeting. She felt it may have to be done by them due to placement in road right-of-way, liability, etc. Weldon is to contact MDOT for sign permits on M115 and ask about affixing to an existing post – is it done by MDOT, the BCRC or can someone else do it?

D. Capital Improvements Plan. Peg reviewed comments and said she expects to have a Greater Thompsonville Area CIP document ready by the next meeting

E. SUP for Campground. Craig reported the permit issued for the property years ago has not yet been located. Following extensive discussion, it appeared there are separate issues: those related to the uses by permit on the property such as camping and others unrelated to the SUP such as fireworks and loud music. The latter is expected to be addressed by a forthcoming Weldon Township ordinance.

F. Airport. Craig reported the Master Plan has not been located. Sally spoke about the relationship of the group that uses the airport for radio controlled airplane events and the Airport Authority. Shelley noted the airport is a district and questioned whether events held there are subject to zoning enforcement or are they between the Authority and event organizers.

G. FOIA. Discussed the pricing formula requirements under FOIA; Colfax and the Village chose not to charge for documents and Weldon did. At the June FOIA training Shelley asked attorney Richard Figura about the Joint Zoning Ordinance since it is for sale and listed on the fee schedule. He felt it falls outside FOIA and considered it exempt. Peg said most of what would be requested is readily available and felt we should do it free of charge. **Motion** by Peg, seconded by Debra to not charge for FOIA requests.

H. Action Plan. Tabled to August.

I. Zoning Decision Indexing System. Tabled to August.

J. Staples Account. Shelley and Carrie Aldrich met with the Staples business representative regarding an account. However, the program was not as expected. Prices are not flexible (can't take advantage of sales or coupons) and someone has to be at a business/government location to accept delivered items. The rep said application for a credit card could be made through a retail store. The JPC discussed the drawback of this option -- it affects an individual's credit report. The pros and cons of Sally's suggestion of a debit card were discussed, and it was agreed to obtain a card for large purchases. Sue will pull an application, and Shelley will ask Laurie Draegar about meeting minutes.

K. Zoning Administrator Update. Craig reported on activities for the month. These included six permits issued, inquiries about building cabins on King Road, a turnaround driveway and deck on Haze Road, a permit for river bank stabilization, a possible DEQ and Natural Rivers violation and a meeting with Production Industries about a minor change requested by the insurance company. The six permits were \$40 each, and Craig collected \$25 for one zoning ordinance book. It was agreed to pay Craig \$168 for permit fees only (\$240 less \$72 for JPC); a report for mileage is to be presented next month. **Motion** by Peg, seconded by Chris to approve \$168 in payment to Craig for permit fees. All ayes; motion carried.

Regarding Production Industries, Shelley asked Craig if a permit had been issued. He said no but the project was approved by both the Planning Commission and the Township Board. Her understanding of the process is that a permit is needed for the county to issue a building permit. Craig explained the background of the project and discussion followed. Sue said it had been brought before the JPC and updates were given as they occurred. Shelley agreed but viewed it as information and assumed a permit had been issued by Weldon. Peg asked Craig if there was any correspondence on the project. Sue directed Craig to document events and invite PI to the next meeting.

L. Budget/Compensation Authorization. Sue has been talking with Carrie about room on QuickBooks for JPC data so reports can be generated. Shelley needs to create an invoice to document Colfax's payment and the refund for its overpayment. **Motion** by Debra, seconded by Irene to approve Shelley's expense report for \$492.79 and the compensation authorization. All ayes; motion carried.

#### New Business

A. Master Plan Action Plan. Peg gave an update on the survey and urged everyone to participate and share it.

B. ZBA Update. Shelley reported the first meeting was held June 18, officers were elected and work was needed on Rules of Procedure.

C. JPC Meeting Schedule. Tabled until August.

D. Weldon Clerk for JPC. Sue shared Carrie's findings that the clerk can be compensated for work performed related to JPC business. Discussion followed on the work involved and compensation. Shelley noted Carrie was added back to the comp authorization form. Sue will ask Carrie to keep track of the time involved with JPC business and revisit the subject in August.

E. Planning & Zoning News Update. Discuss in August.

Correspondence. None.

Public Input. None.

Adjournment. **Motion** by Shelley, seconded by Irene to adjourn at 9:43 P.M.

Respectfully submitted,

Shelley Greene  
Secretary

*Minutes are proposed until approved at the next meeting*