

Colfax Township, Weldon Township and Village of Thompsonville
Community Joint Planning Commission
14731 Thompson Avenue, Thompsonville, MI 49683
Minutes – September 3, 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 (excused) and Eugene Allen (unexcused).
Guests: Petra Kuehnis, Ron Hitesman and Mike Foust.

Agenda Additions/Corrections. **Motion** by Peg, seconded by Sally to approve the agenda. Ayes: all; motion carried.

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

Unfinished Business

A. Production Industries. Craig received a packet with architect plans and the permit application and fee. He introduced Petra Kuehnis of Mansfield Land Use Consultants who provided the JPC with copies of the Project Summary and plan drawings for the proposed facility. Petra said the plan is similar, but a bit smaller, to what Weldon approved in 2013. She used large drawings to present details of the project. PI is interested in starting the road and site for cement work this fall and wants to order steel in December/January. The building will be in two phases; the first will be 17,000 square feet with expansion up to 30,000 for the second phase. One shift is planned and possibly a second if needed. The property covers 4-1/2 acres; Crystal Mountain still owns a 100 foot buffer along M-115. Debra asked where the entrance is located; it is on Weldon Road. Shelley asked about parking. There are 17 spaces in a parking lot and 4 grass spaces with room for more on grass. Sue asked how many are employed now; Petra believed it was seven. Shelley asked if permeable surfacing will be used. No; it is generally used in urban settings and is softer than asphalt which is an issue with the trucks. The building should be done by late summer/fall. Sue asked Ron Hitesman if he had any questions. He expressed positive comments about Production Industries coming and that the township had approved it two years ago. Sue told Craig this would be on the agenda for JPC approval next month.

B. Office Equipment. Craig has been using his laptop with the new printer which he said is very efficient and fast. Accessing email though Acegroup was covered. Shelley has Norton antivirus he can load. Sue has fireproof cabinets that can be moved in. No PC prices yet.

C. Compensation Agreement. Shelley presented a document for approval to keep with Carrie Aldrich's writeup. **Motion** by Debra, seconded by Irene to approve the Compensation Agreement with adjustments to the Weldon Township clerk's pay. Ayes: all; motion carried.

D. Zoning Signs. Debra informed Signplicity what was needed on the signs and quantities; she is awaiting a formal quote. Sue asked if an artwork charge would be required if more were needed; Debra didn't think so. Debra asked about a deposit; Shelley thought maybe the debit card would be issued by then or she could cover it.

E. Capital Improvements Plan. Peg said some corrections for typos/format were needed but it would be ready by next month. The letter should be ready to go out after the next meeting. Entities will receive the package in October to give them a month before "visioning" at the November meeting; all entities need to firm up details in December for submission to the JPC by its January meeting.

F. Recordings. Peg didn't have the actual County policy but she said draft minutes are done within eight days and the recording destroyed after draft minutes are ready. Shelley was willing to draft a policy; Peg will get the County's copy and said our policy regarding recordings can be whatever we want and explained how/why larger entities destroy them.

G. SUP for Campground. Craig has not located anything yet and may need to go through minutes.

H. Airport. Craig located the Master Plan from 1989. He will provide Marv Preprachal a copy.

I. Debit Card. Shelley got paperwork delivered to the bank today.

J. Zoning Decision Tracking. Craig had no changes to the form Shelley provided. It can be modified for additional columns if desired. He was provided with a master file and another as a field worksheet.

K. Planning & Zoning News. Shelley submitted a form via their website but received no response.

L. Insurance. Shelley informed Burnham&Flower no invoice had been received, questioned coverage for zoning and notified them space would be rented for the ZA. Jeff McCray said there had been a change in personnel. The invoice and endorsement were subsequently sent; rental is not an issue.

M. Action Plan. Tabled to future meeting.

N. Zoning Administrator Update. Craig provided a written report and discussed other issues that came up during the month. A Village land division issue came up which Craig does not handle; the person plans to come to the Council meeting. Shelley offered to modify for the Village the Land Division Ordinance and Application for Colfax and Weldon. She explained how it protects a property owner, in particular, to ensure parcels are properly recorded. Craig continues to pursue several other compliance issues. Shelley asked about Tina Toole; permit has not been denied because the permit was issued with conditions and she has not gotten back with him. Sally asked if the trailer was purchased before May 15; no, it was not. Ms. Toole had been informed a compliant roof would be an option. Sally felt an adjustment needed to be made because trailers in the old size aren't made anymore. Shelley said the process allows for the property owner to take the issue to the Zoning Board of Appeals; they will look at the standard. Extensive discussion was held on the ZBA process (they cannot grant variance on economic hardship), there was no public comment on the issue and the JZO was approved with these standards. Shelley did not recall what was discussed for the draft but said the Weldon, Village and County zoning ordinances all were used in developing this JZO. Sue added it was discussed that this would always be an ongoing project because things come up. Shelley said we have provisions for a mobile home park; an amendment would be subject to a public hearing and the Master Plan would need to be reviewed as it relates to the vision for the community. Sue suggested a committee be formed to look at how other communities have addressed single wide mobile homes. Craig said that adding a roof in the stated width/length meets the standard; Irene said it also helps preserve the home's roof. Sally, Peg and Deb volunteered to look into options. Craig suggested Dick Figura be consulted as well.

Craig mentioned the Webber Foundation possibly assisting the Airport with improvements.

Discussion was held on grants; many are available but writing them can be complicated and may have extensive follow up reporting requirements.

O. Weldon Audit. Sue advised they have a new firm who discovered the JPC had not been a part of past audits. The cost will be \$650 or less and may cover two years. Ron Hitesman spoke with the auditor who said it may not be as severe as originally thought. They will know more in November.

P. Budget/Compensation Authorization. Sue had a bill from Weldon for \$397.13 for payroll taxes, an invoice from Burnham & Flower for \$250 for zoning and payment to Craig amounted to \$126.

Balance: \$10,141.75. **Motion** by Shelley, seconded by Debra to pay bills and approve the JPC compensation authorization as presented. Roll call vote: Greene, Minster, Dunham Thayer, Meredith, Jones, Bobek, Franke, Shaeffer – aye; motion carried.

New Business. None.

Correspondence. Dish Network advertising material received.

Public Input. None.

Adjournment. **Motion** by Shelley, seconded by Irene to adjourn at 8:35 P.M.

Respectfully submitted,

Shelley Greene

Secretary

Minutes are proposed until approved at the next meeting