

Colfax Township, Weldon Township and Village of Thompsonville  
Community Joint Planning Commission  
14714 Lincoln Avenue, Thompsonville, MI 49683  
Minutes – June 14, 2018 Special Meeting

Peggy Minster opened the meeting at 7:00 P.M. followed by the Pledge of Allegiance.

Present at roll call: Commissioners Peggy Minster, Shelley Greene, Irene Dunham Thayer, Debra Franke, Eugene Allen, Devonia Dyer; interim zoning administrator Mark Draeger Absent: Don Suchocki, Chris Bobek, Sally Bobek.

Guests: Bryce Gibbs, Craig Meredith.

Agenda Additions/Corrections: Shelley adds zoning administrator office. Motion/second by Shelley/Irene to accept agenda with addition; motion carried.

Approval of Minutes: Motion/second by Debra/Irene to approve May minutes; motion carried. Motion by Eugene/Debra to approve June public hearing minutes; motion carried.

Public Comment: None.

Unfinished Business and Reports

A. Gibbs Project: Peggy addressed Mr. Gibbs' application stating there were no public comments at the hearing for this project. She said a finding of facts statement was required. The planning commission determined, by the public hearing and the application and site plan with the revised narrative, there is a demonstrated need in this development for homes with a smaller square footage which should also result in greater affordability. Motion by Shelley, second by Debra to approve the request as submitted to amend the special use permit previously approved by the Village; motion carried. Approval number for the application is 18-003BG. Copy needs to be sent to the Weldon Township assessor; the county building department will also need one. Mark worked with Mr. Gibbs to issue a zoning permit for Lot 9. Mr. Gibbs thanked the JPC which thanked him for his patience during the process.

B. Knoll Project: Using a draft provided by Mr. Knoll, a group met to work on the treehouse cabin language. Devonia questioned eliminating the staking of sites as a potential safety issue; that wording pertained to camp sites and these will be elevated cabins. The JPC agreed each cabin shall have an identifying number for emergency purposes. The language presented was determined to be fine as is but will revisit at next meeting to give everyone an opportunity to review it. Okay to forward to Mr. Knoll.

C. Violations/Citations: Review under Zoning Administrator report.

D. Weldon Withdrawal: Peggy said the attorney has been working to get conditions of the ordinance taken care of. One at the forefront is a master plan quote from LIAA. She initially contacted them and Shelley has picked it up from her.

E. Capital Improvements: Peggy said this can be tabled but commented that townships don't need a capital improvements plan but municipalities are required to have one. She said such plans for efficiency in government are helpful no matter the entity. They list program maintenance and projects for the future and require potential financing sources be identified. The Village being a part of the JPC is why a CIP is required, but it's a good thing even for townships.

F. Zoning Administration: Written and oral reports were provided. Mark gave an overview of his background. He said he met with Shelley a while ago and also recently to go over a number of items. Mark met with Ben Popa who paid his fine and submitted a new application and site plan. He considers the matter closed. Peggy suggested he store material electronically for safekeeping. On the Lindsay issue, he will start fresh and contact Mr. Lindsay and visit the property. Mark said he is familiar with issuing citations; Peggy mentioned the importance of them following what was written in the violation notice. Craig mentioned "violations bureau" printed on the bottom of citations needs to be crossed out. Mark gave background on the Duddles application which was sent to Colfax Township in error. Shelley received a call regarding the Krebs home in the Village where work was started without a permit involving a grant from the tribe. She said Craig mentioned at the Colfax meeting that the fee was never received for the Cooney/Pelkey application. Also, what looks like building materials are on Second Street near the cemetery but no applications have been received; something to possibly investigate prior to work starting and help avoid an extra fee. A fifth

wheel trailer reportedly being used is next to Paul Henry's building on Thompson. Peggy informed Mark it is at his discretion on issuing a citation instead of a violation notice since this has happened before at the property. On the Johnson property, Peggy said a stop work order was issued and he paid a fine. Addition needs to be removed and there has been no progress. For Mr. Osga, there were extending circumstances but it appears there is progress. This is a possible blight issue, not zoning, but should be checked out and share opinion with the Village. Peggy suggested Mark peruse information on the computer regarding the Wohadlo property which has been ongoing.

G. Village/Township Reports: Debra reported for the Village that sidewalk repairs were raised; cleaning person resigned; ambulance is having medical first responder training; new pipes have been hooked up at Fourth Street but waiting for water test results; locks installed on water faucet at Sharp Park due to theft by a Manistee resident; looking to replace smaller tanker engine; gravel was delivered for road repairs; brining completed; Gene Houghton resigned from Village Council and JPC due to schedule conflicts; Fran Griffin was appointed to the vacant Council position; Devonia Dyer was appointed to vacant JPC position from alternate; video camera estimates will be sought due to break-ins at concession stand; Village is seeking monies owed from a past employee through small claims court. Shelley reported for Colfax that judge John Mead attended and is running for reelection; a fall cleanup is planned with date TBD since there was an issue in getting labels for postcard notice mailing and the total collected was light; Craig mentioned items including mattresses dumped at Thurman and Bentley which Shelley will report to Jesse Zylstra; board approved use of office space in the hall by the zoning administrator; Geno has master key so Mark can get the ZA files.

H. Budget Review/Compensation Authorization: Per diem costs as listed; monthly ZA compensation of \$166.67 plus \$98 from the \$140 permit fee totals \$264.67; and \$70 from the \$100 Bryce Gibbs permit fee is owed to Craig Meredith. Motion/second by Shelley/Irene to pay bills as presented. Roll call: Peggy Minster, Shelley Greene, Irene Dunham Thayer, Debra Franke, Devonia Dyer – yes; Eugene Allen (left early), Chris Bobek, Sally Bobek and Don Suchocki – absent; no – none. Motion carried. Debra said insurance has been paid and Village will be reimbursed. Shelley told Laurie Draeger at Honor Bank minutes would reflect a debit card for the secretary under the new bank account; Debra concurred. Motion/second by Shelley/Irene to issue debit card to Shelley as secretary; motion carried.

#### New Business

A. Zoning Administrator Contract: Peggy read the section related to contract renewal and explained the slight change made. Mark felt an annual contract is satisfactory. Motion/second by Irene/Debra to approve and enter into the new zoning administrator agreement; motion carried. Peggy asked Mark to let us know if there is anything the JPC can do to help.

B. ZA Report Template: Peggy said this is only a guideline, and Mark said he liked the format.

C. Next Meeting: Peggy raised the possibility of skipping the July meeting. Motion/second by Debra/Devonia to cancel the July 5 meeting; motion carried. Next meeting will be August 2.

Correspondence: None.

Public Comment: Craig Meredith suggested Mr. Knoll contact the fire department and EMS concerning his project. Debra said W-4 and I-9 forms will need to be filled out.

Adjournment: Motion/second by Irene/Peggy at 8:47 P.M.

Respectfully submitted,

Shelley Greene  
Secretary

*Minutes are proposed until approved at the next meeting*