

Charter Township of Haring
515 Bell Avenue – Cadillac, MI 49601
Regular Meeting Minutes
Planning Commission Meeting – April 13, 2010

1. **Call to order:** Chairperson Grahek called the meeting to order at 6:00 p.m.
2. **Those present:** Fagerman, Giftos, Jankowski and Grahek. **Absent:** Wiggins. Michael Green, Zoning Administrator, was also present.
3. **Pledge of Allegiance: Conducted.**
4. **Approval of the Agenda:** Motion was made by Jankowski, with support by Giftos, to approve the agenda. Motion carried with all in favor.
5. **Approval of February 9, 2010 Minutes:** The following correction was recommended:

Giftos recommended on page 3, No. 7, subsection (d) “Example Outdoor Wood Furnace Ordinances,” item 2, to change the word from “burn” to “create” to read as follows: ...to be manufactured with more efficiency and not create creosote.”

Motion was made by Jankowski, with support by Fagerman, to approve the February 9, 2010 Minutes as amended. Motion carried with all in favor.
6. **Scheduled Public Hearings:** None.
7. **Other Matters to be reviewed by the Planning Commission:** None.
8. **Old Business:**

(a) Planning Commission Ordinance (Attachment A)

The commission reviewed a draft ordinance for Charter Township of Haring Planning Commission and made the following recommendations and/or comments. Grahek stated that a separate document of recommendations be created for the Charter of Haring Township Board to consider regarding the commission’s review. (Attachment B)

- Jankowski noted that the document was a separate ordinance from the zoning ordinance and the bylaws. As Fagerman noted, the board would approve the ordinance, following recommendation by the planning commission.
- Grahek recommended on Page 1, under Preamble, in Paragraph 2, to change “County of Wexford” to “Charter of Haring” to read as follows: “ The Charter of Haring, Wexford County, Michigan, Ordains:”

- Commissioners discussed Section 3 “Appointments and Terms” on Page 1. Jankowski questioned when terms expired, asked what if a term expires during the summer, and felt the process should remain simple. Commissioners serve three-year terms from January through December.
- Commissioners also discussed the ex officio member and wording in the ordinance. Giftos noted the ordinance referred to staggered terms so that 1/3 of the remaining members are appointed each year. Fagerman suggested omitting the fraction and inserting a number. Jankowski suggested to eliminate the fraction and change the wording to “one or two” of the remaining members.
- Commissioners discussed terms of service. Grahek asked who maintained term records. Fagerman stated that it was the job of the township supervisor. In addition, regarding terms, commissioners agreed that on Page 2, Paragraph 1, following the statement “Terms shall begin on January 1 and end on December 31” to recommend the following wording: “or as set by the Township Board.”
- Agreed that the section in the ordinance currently highlighted should remain as such, with the exception of deleting the following wording in paragraph form: (check to see if this applies to townships.) Commissioners stated the “Recommendations” to the Township Board should include a note for board members to review this paragraph regarding planning commission representation. The following correction should also be made in the first sentence of this section: change the word from “county” to “township” to read as follows: ... “may be an individual who is not a qualified elector of the township.” In the second sentence of this section, the same correction should be made as follows: change from “county” to “township” to read as follows: ... “and social development of the township, in accordance with the major interests as they exist....”
- Fagerman, in reading from the Michigan Planning Enabling Act, Public Act 33 of 2008, recommended the last paragraph on Page 2 under “Appointments & Terms” regarding school board member/administrator inclusion on the Planning Commission be deleted since the law referred to that regulation regarding county governments and not planning commissions.
- Commissioners recommended the following paragraphs and/or wording be revised for clarification:
 - a) Title change: Section 3: Appointments and Terms be changed to read as follows: “Appointments, Terms, & Eligibility” on Page 1.
 - b) On Page 2, the following paragraph changes/wording are recommended as follows:
 1. Paragraph 1: ... “Terms shall begin” remains the same.
 2. Paragraph 2: ... (insert new paragraph) to read as follows: “An ex officio member’s term on the Planning Commission shall expire with his or her term

on the Township Board. No other elected officer or employee of the township is eligible to be a member of the Planning Commission.

3. Paragraph 3: ... "Planning Commission members shall be qualified electors of the township"... remains the same, except with corrections identified earlier.
 4. Paragraph 4: ... "The membership shall also be representative of the entire geography of the township" ... remains the same.
 5. Paragraph 5: ... (as corrected) to read as follows: "One member of the Township Board shall be appointed to the Planning Commission as an ex officio member. That member has full voting rights.
- Fagerman recommended on Page 2, under Section 5: Compensation, to change the word from "shall" to "may" regarding the adoption of bylaws relative to compensation and expenses of the commission as authorized by the Township Board.
 - Commissioners discussed the Annual Report as cited on Page 3, Section 8. The followings corrections were recommended as follows:
 - a) In the first sentence, insert the words "any needed" following the word "including" to read as follows: ... " including any needed recommendations regarding actions by the Township Board related to planning and development."
 - b) In the second sentence, change the word from "shall" to "may" following the words "The Planning Commission..." to read as follows: ... "The Planning Commission may also prepare a work program and proposed budget for the
 - Commissioners discussed Section 11: "Capital Improvements Program." Green stated that capital improvement programs are generally handled by other governmental agencies. Jankowski recommended commissioners request to see capital improvement programs, as cited in the ordinance; however, the commission should not agree to develop a program. The following corrections were recommended: move the last sentence in this section (on Page 4) to become the first so that Section 11: Capital Improvements Program begins as: "The Planning Commission is hereby exempted from preparing a capital improvements plan. To further the desirable future development of the township under the master plan.... The last sentence in Section 11 would then read as follows: The prepared capital improvements program, if prepared by someone other than the Township Board, shall be subject to final approval by the Township Board.
 - Under Section 12: Subdivision & Land Division Recommendations, Green stated that if the planning commission recommends any ordinance, a public hearing would be conducted.

Motion was made by Fagerman, with support by Jankowski, to recommend the Charter Township of Haring Planning Commission Ordinance to confirm the establishment of a

Planning Commission with zoning authority to the Township Board, as amended. Motion carried 4-0.

9. Public Comment for Issues Not on the Agenda: None.

10. Report of the Township Board Representative:

- Fagerman reported the following –
 - a) Charter of Haring Township Fire Department is pursuing numerous other fire department mutual aid agreements toward the direction of Missaukee County.
 - b) Selected the legal firm of Zirnhelt & Bowron, PLC, Traverse City, as general legal counsel and the firm of Mika, Meyers, Beckett & Jones, PLC, Grand Rapids, as the litigation attorneys. Contracts will be for one year.
 - c) Received the annual Audit Report from the CPA. Charter of Haring Township was reported as being in “excellent shape” financially.
 - d) Received a request for a Grand Valley State Human Research Review project asking for the W-2 tax forms of all township executives. The information was sent.
 - e) Announced the retirement of Township Clerk Andrea Hofstra, effective April 30, 2010. The Township Board will have to appoint an interim clerk, before an election can be held.
 - f) Awarded bids on lawn care services for township cemetery, township hall, etc.
 - g) The policy committee met to draft a job description for a maintenance person. Members are also working on a resolution to prepare the meeting agendas.
 - h) Board approved commissioners’ expenses to attend an upcoming alternative energy seminar.

11. Report of the Zoning Board of Appeals Representative: Nothing new to report.

12. Report of Planning Consultant or Zoning Administrator:

* Green reported on an upcoming alternative energy seminar to be held May 6 at Tustin from 6:00 – 9:30 p.m., sponsored by Michigan State University. Commissioners should notify Green if they plan to attend. He has the registration forms. Giftos stated that he would attend with Green.

13. New Business: None.

14. Correspondence Received: None.

15. Public/Planning Commission Member Comments: No public comment.

- The following Planning Commissioner comments were made:
 - a) Jankowski inquired about the commissioners' status on outdoor wood furnaces. He stated that he believed the commission needed to set a minimum stack height to create dispersion and help protect surrounding homeowners. He stated that he hears many complaints from the public.
 - b) Grahek discussed the recycling of yard waste such as grass clippings and leaves in a compost-like setting. He cited the problems of odor and blowing debris. He suggested the commission consider an ordinance to encourage recycling and yet have some enforcement over situations that became in violation.
 - c) Next month's agenda:
 1. Address zoning ordinance.
 2. Discuss site plan reviews, which Mike will handle administratively.
- 16. Adjournment:** Motion was made by Fagerman, with support by Giftos, to adjourn the meeting at 8:00 p.m. Motion carried with all in favor.

Respectfully Submitted by:

Stacy Dean, Recording Secretary

Corey J. Wiggins, Secretary