

**OSHTEMO CHARTER TOWNSHIP
PLANNING COMMISSION**

MINUTES OF A PUBLIC HEARING AND MEETING HELD NOVEMBER 12, 2015

Agenda

**PUBLIC HEARING: SPECIAL EXCEPTION USE – (GROUP DAYCARE HOME)
PLANNING COMMISSION TO CONDUCT SPECIAL EXCEPTION USE AND SITE
PLAN REVIEW OF THE APPLICATION OF TINA BIRCH FOR THE DEVELOPMENT
OF A GROUP DAYCARE HOME TO PROVIDE CHILD CARE FOR UP TO 12
CHILDREN NO MORE THAN 16 HOURS A DAY. PROPERTY IS LOCATED AT 5848
CASTLETON LANE WITHIN THE R-1: RESIDENCE DISTRICT (PARCEL #3905-25-
120-210).**

**PUBLIC HEARING: SPECIAL EXCEPTION USE AND TENTATIVE PRELIMINARY
PLAN (OPEN SPACE DEVELOPMENT – SKY KING MEADOWS, PHASE III)
PLANNING COMMISSION TO CONDUCT SPECIAL EXCEPTION USE AND
CONCEPTUAL PLAN REVIEW FOR AN OPEN SPACE DEVELOPMENT AND
TENTATIVE PRELIMINARY PLAN REVIEW FOR A SITE CONDOMINIUM OF THE
APPLICATION OF GARY HAHN, ON BEHALF OF SEECO 2, LLC, FOR SKY KING
MEADOWS, PHASE III. PROPERTY IS LOCATED ON APPROXIMATELY 29.98
ACRES OF VACANT LAND IN TOWNSHIP SECTION 23 WITHIN THE R-2:
RESIDENCE DISTRICT (PARCEL #3905-23-210-010).**

**PUBLIC HEARING: SPECIAL EXCEPTION USE AND TENTATIVE PRELIMINARY
PLAN (PLANNED UNIT DEVELOPMENT – WEST PORT VILLAGE, PHASE II)
PLANNING COMMISSION TO CONDUCT SPECIAL EXCEPTION USE AND
CONCEPTUAL PLAN REVIEW FOR A PLANNED UNIT DEVELOPMENT AND
TENTATIVE PRELIMINARY PLAN REVIEW FOR A SITE CONDOMINIUM OF THE
APPLICATION OF VISSER DEVELOPERS OF KALAMAZOO, FOR WEST PORT
VILLAGE, PHASE II. PROPERTY IS LOCATED SOUTH OF H AVENUE AND WEST
OF DRAKE ROAD IN TOWNSHIP SECTION 12 WITHIN THE R-2: RESIDENCE
DISTRICT (PARCELS #3905-12-200-010, -009, -020, -067, -066, -050).**

**PUBLIC HEARING: SPECIAL EXCEPTION USE (COMMERCIAL CENTER –
CORNERS @ DRAKE)
PLANNING COMMISSION TO CONDUCT SPECIAL EXCEPTION USE AND SITE
PLAN REVIEW OF THE APPLICATION OF AVB CONSTRUCTION FOR THE
DEVELOPMENT OF A KELLOGG COMMUNITY FEDERAL CREDIT UNION AND THE
CORNER SHOPPES WHICH WILL HOST RETAIL STORES. PROPERTY IS LOCATED
WEST OF DRAKE ROAD AND NORTH OF STADIUM DRIVE WITHIN THE C: LOCAL
BUSINESS DISTRICT.**

PUBLIC HEARING: PLANNING COMMISSION TO REVIEW PROPOSED AMENDMENTS TO CHAPTER 76 OF THE TOWNSHIP ZONING ORDINANCE REGARDING SIGNS, PARTICULARLY FOR FINANCIAL INSTITUTIONS, THE PERCENTAGE OF A SIGN ALLOWED FOR CHANGEABLE COPY OR ELECTRONIC DISPLAY AND THE LIMITATIONS ON LIGHTING ON ELECTRONIC SIGNS.

A meeting of the Oshtemo Charter Township Planning Commission was held on Thursday, November 12, 2015, commencing at approximately 7:00 p.m. at the Oshtemo Charter Township Hall.

MEMBERS PRESENT: Terry Schley, Chairperson
Fred Antosz
Wiley Boulding, Sr.
Dusty Farmer
Pam Jackson
Millard Loy
Mary Smith

ABSENT: None

Also present were Julie Johnston, Planning Director, James Porter, Attorney, Ben Clark, Zoning Administrator, Rick Suwarsky, Ordinance Enforcement Officer, and Martha Coash, Meeting Transcriptionist. Approximately 40 other persons were in attendance.

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

The meeting was called to order by Chairperson Schley at approximately 7:00 p.m. and the "Pledge of Allegiance" was recited.

AGENDA

The Chairperson asked for a motion to approve the agenda.

Mr. Loy made a motion to accept the agenda as presented. Ms. Farmer seconded the motion. The motion passed unanimously.

PUBLIC COMMENT ON NON-AGENDA ITEMS

Chairperson Schley asked if anyone in attendance wished to comment on non-agenda items.

There were no public comments on non-agenda items. Chairperson Schley moved to the next item on the agenda.

APPROVAL OF THE MINUTES OF OCTOBER 22, 2015

The Chairperson asked if there were any additions, deletions or corrections to the minutes of the Meeting of October 22, 2015. Hearing none, he asked for a motion to approve the minutes as presented.

Mr. Loy made a motion to approve the minutes of the October 22, 2015 meeting. Mr. Boulding, Sr. seconded the motion. The motion was approved unanimously.

PUBLIC HEARING: SPECIAL EXCEPTION USE (GROUP DAYCARE HOME)

PLANNING COMMISSION TO CONDUCT SPECIAL EXCEPTION USE AND SITE PLAN REVIEW OF THE APPLICATION OF TINA BIRCH FOR THE DEVELOPMENT OF A GROUP DAYCARE HOME TO PROVIDE CHILD CARE FOR UP TO 12 CHILDREN NO MORE THAN 16 HOURS A DAY. PROPERTY IS LOCATED AT 5848 CASTLETON LANE WITHIN THE R-1: RESIDENCE DISTRICT (PARCEL #3905-25-120-210).

Chairperson Schley moved to the next item on the agenda, a public hearing for a special exception use and site plan review of the application of Tina Birch for a group daycare home, and asked Ms. Johnston to review the request.

Ms. Johnston said the applicant wishes to establish a group daycare facility accommodating up to 12 children, pursuant to section 21.404 of the Zoning Ordinance, at 5848 Castleton Lane, located in the Oshtemo Woods subdivision to the north of West Michigan Avenue and to the west of 11th Street. Already the site of a family daycare facility, which allows up to six children and is a permitted use within this zoning district, the applicant would like to increase the scope of her business, potentially taking on up to six more children which necessitates Special Exception Use approval from the Planning Commission.

She noted the applicant owns a single family 1,245 square foot home on an 11,840 square foot lot situated in the Oshtemo Woods subdivision. To the rear of the house there is an approximately 3,250 square foot fenced in back yard that contains playground equipment. The house's driveway includes approximately 800 square feet of parking space on the property, or enough for around four vehicles.

Ms. Johnston said the proposed use generally meets the Standards of Approval as long as any increased traffic loads or noise levels are not deemed to be excessive. In addition to the standards for a special exception use, Staff, where possible, has also ensured that the proposed use satisfies the general requirements for a group daycare facility, as detailed in section 19.402 of the Zoning Ordinance. Of particular note, the standards of this section dictate that any group daycare facility shall have a fenced-in outdoor play area, that the residential nature of the property shall be maintained, and

that one parking space be provided for each non-resident employee present on the site at any given time. The applicant has indicated that she intends to employ one staff member, and the home's driveway can accommodate up to four cars.

Ms. Johnston said, in general, Staff recommends approval of this Special Exception Use request, but Commissioners will need to consider whether the potential increase in noise and/or vehicular traffic generated by this use will be detrimental to the residential character of the surrounding area.

In response to questions from Commissioners, Ms. Johnston said Township approval is required as a first step in the process for approval, followed by licensing from the County, (LARA) and that no complaints have been received about the current business.

The applicant, Ms. Tina Burch, 5848 Castleton, told Commissioners most clients arrive by 6:00 a.m. A school bus stops directly across from her home at 8:15 a.m. and again after school, and all but one parent picks up their children by 6 p.m. In response to a question, she confirmed the property is connected to sanitary sewer.

Ms. Lenore Sanders, KPS bus driver, in response to Chairperson Schley's invitation for public comment, said her child attends Ms. Burch's daycare and expressed her support for both the current operation and its expansion.

Hearing no further comments, Chairperson Schley moved to Board Deliberations. It was the consensus of the Board that the request for special exception met all standards for approval and that any increase in traffic or noise would not be excessive.

Mr. Loy made a motion to approve the request for special exception use as presented. Mr. Antosz seconded the motion. The motion was approved unanimously.

PUBLIC HEARING: SPECIAL EXCEPTION USE AND TENTATIVE PRELIMINARY PLAN (OPEN SPACE DEVELOPMENT – SKY KING MEADOWS, PHASE III)
PLANNING COMMISSION TO CONDUCT SPECIAL EXCEPTION USE AND CONCEPTUAL PLAN REVIEW FOR AN OPEN SPACE DEVELOPMENT AND TENTATIVE PRELIMINARY PLAN REVIEW FOR A SITE CONDOMINIUM OF THE APPLICATION OF GARY HAHN, ON BEHALF OF SEECO 2, LLC, FOR SKY KING MEADOWS, PHASE III. PROPERTY IS LOCATED ON APPROXIMATELY 29.98 ACRES OF VACANT LAND IN TOWNSHIP SECTION 23 WITHIN THE R-2: RESIDENCE DISTRICT (PARCEL #3905-23-210-010).

Chairperson Schley moved to the next item on the agenda, a public hearing to conduct special exception use and conceptual plan review for Sky King Meadows, Phase III, and asked Ms. Johnston to review the request.

Ms. Johnston told Commissioners information was received from the applicant earlier in the week indicating they wished to make changes to the application. Since there was not enough time to provide notice of the changes to the public and the neighbors for a public hearing, she recommended the Board table this item.

Chairperson Schley said this was the first Commissioners had heard of possible changes and agreed there needs to be formal and legal publication of notice for a public hearing so Commissioners, Staff and public have a chance to review the application ahead of a hearing. He apologized to attendees who came to the meeting for this item but said it needed to be considered with full information.

Mr. Boulding, Sr. made a motion to table the Sky King Meadows Meadows, Phase III Open Space Conceptual Plan and Tentative Preliminary Plan request until the regularly scheduled Planning Commission meeting on December 10, 2015. Mr. Loy seconded the motion. The motion was approved unanimously.

In response to questions from attendees, Ms. Johnston said the final submittal is expected from the applicant next week and as soon as possible afterward another notice will be published in the newspaper and mailed to neighbors who may then come into the Township Offices to look at the revised documents.

Attorney Porter noted a large number of people had come to the offices to look at the original documents and it was felt they should have the chance to see the plans in advance of a public meeting to consider in order to be fair to everyone. He said in the event the documents are not received in time to be placed on the December 10 meeting agenda, the item would be re-noticed for a subsequent meeting.

PUBLIC HEARING: SPECIAL EXCEPTION USE AND TENTATIVE PRELIMINARY PLAN (PLANNED UNIT DEVELOPMENT – WEST PORT VILLAGE, PHASE II) PLANNING COMMISSION TO CONDUCT SPECIAL EXCEPTION USE AND CONCEPTUAL PLAN REVIEW FOR A PLANNED UNIT DEVELOPMENT AND TENTATIVE PRELIMINARY PLAN REVIEW FOR A SITE CONDOMINIUM OF THE APPLICATION OF VISSER DEVELOPERS OF KALAMAZOO, FOR WEST PORT VILLAGE, PHASE II. PROPERTY IS LOCATED SOUTH OF H AVENUE AND WEST OF DRAKE ROAD IN TOWNSHIP SECTION 12 WITHIN THE R-2: RESIDENCE DISTRICT (PARCEL #3905-12-200-010, -009, -020, -067, -066, -050).

Chairperson Schley moved to the next item on the agenda, a public hearing to conduct a special exception use and conceptual plan review for West Port Village, Phase II, and asked Ms. Johnston to review the request.

Ms. Johnston explained West Port Village is a 129-unit site condominium on the south side of H Avenue between Drake Road and US-131 in the R-2 Residential District. The project was developed under the Planned Unit Development (PUD) ordinance, Section 60.400, which requires conceptual plan approval. In addition, the Site

Condominium ordinance, under Part 290.005 of the General Ordinances, requires preliminary plan review, which is Step 1 of the Site Condominium approval process.

She said the applicant seeks Planning Commission approval to modify the PUD conceptual plan to allow for three phases and to approve the Phase II preliminary plan under Step 1 of the Site Condominium ordinance. The conceptual plan continues to show 129 units and one office/common building but now to be developed in three phases. Phase II, which contains 27 building sites, has been designed consistent with the original conceptual plan, as amended, since its approval in 2005.

Ms. Johnston said from the historical planning files, it appears that the first time the West Port Village PUD Conceptual Plan was presented to the Planning Commission was in June and August of 2003. Phase I of the development was approved on November 18, 2004 as a condominium development with 73 dwelling units and one nonresidential unit (sales and recreational amenities). On June 9, 2005, amendments were approved to convert the development to a site condominium, approve Phase II, establish a phasing plan, and approve other minor deviations. Then, in June of 2006, the project was further amended to reduce the number of units in Phase I to 70, reduce the zero lot line units from 34 to 6, allow additional recreational amenities, and approve other deviations and changes. This reduced the number of residential building sites from 134 to 129. In 2014, some additional changes were made to Phase I, including converting six units that were intended to be three duplexes to five stand-alone houses and shift two units from Phase II to Phase I. An extension to the approval of Phase II was granted in 2010 but has since expired.

She told the Board the applicant is requesting the PUD conceptual plan be granted three phases of development as opposed to the original two approved in 2006. The development of the 70 units and one common building in Phase I is almost complete. The original plan indicated the remaining residential units would be built under Phase II. The applicant wishes to develop the remaining sites under two phases, Phase II with 27 units and Phase III with 32 units. In addition, the applicant needs tentative approval of the revised Phase II preliminary plan.

Ms. Johnston noted the pedestrian sidewalk within West Port Village does not comply with current Township standards for sidewalks, particularly related to placement and size. In 2006, the Planning Commission approved a four foot sidewalk to be located on one side of the private drive. Current practice on public streets within the Township is to develop sidewalks on both sides of the road at a minimum width of five feet. However, since the four foot width was originally approved for the development and installation of a four foot sidewalk has occurred, it is understandable that the developer would want to continue this throughout the project.

She indicated there is an additional concern with the sidewalks in West Port Village recently discovered by Mr. Suwarsky, the Township's Zoning Enforcement Officer. The developer has been pouring sidewalk crossings at driveways in a way that is noncompliant with the Oshtemo Township Standard Specification for Sidewalks. The sidewalk is required to be distinct from the driveway and designed to meet Americans

with Disabilities Act standards for slope. The current design within the development is that sidewalks stop at the edge of the driveway and then continue at the other side of the driveway. Enforcement action was taken and it was requested that the developer either reconstruct the sidewalks to meet the Townships standards or seek a variance from the Township Board. To date, neither action has occurred. This needs to be resolved before Phase II.

When approval was given in 2006 for a sidewalk on only one side of the private street, she said the Planning Commission also included a condition that sidewalks must be completed in Phase I as each site is built, but before a Certificate of Occupancy is issued. The condition also stated that all sidewalks were to be completed in Phase I before the commencement of Phase II. Currently, there are a handful of sites built in Phase I where no sidewalks were developed.

She explained the Phase II preliminary plan was reviewed against the requirements of Part 290.005.C. *Preliminary Review*. Staff completed an initial review and provided comments to the applicant for plan revisions. The majority of the comments were not substantive to the design of the development but to the accuracy and readability of the plan. The project engineer provided revised plans that meet the requirements of tentative preliminary plan review.

Ms. Johnston said Staff recommend the Planning Commission approve the developer's request to construct the project under three phases as opposed to the two phases permitted under the original approval and that the Commission forward a recommendation of approval to the Township Board for the Phase II tentative preliminary plan, with the following conditions:

- 1) The applicant will retrofit sidewalks within Phase I to meet the requirements of the Oshtemo Township Standard Specifications for Sidewalks at driveway crossings or will seek a variance from the Township Board for this requirement before construction may begin in Phase II.
- 2) All sidewalks must be built within Phase I before the commencement of Phase II.
- 3) Sidewalks shall be allowed to be four feet in width as developed in Phase I but shall meet the Oshtemo Township Standard Specifications for Sidewalks at driveway crossings or the applicant will seek a variance from the Township Board for this requirement.
- 4) All previous approvals, amendments, and conditions granted by the Planning Commission remain in effect unless specifically modified by the Planning Commission.

Chairperson Schley asked whether all sidewalks exist in Phase I.

Ms. Johnston said six homes have no sidewalks; there are no sidewalks in front of lots without homes.

The Chair asked whether the applicant would like to speak to the Board.

Mr. Dan Lewis, 7123 Stadium Drive, spoke on behalf of Visser Developers, saying it is the full intention of Visser Developers to delineate sidewalks through the driveways and asked whether the stipulation for building sidewalks excludes having to build sidewalks on vacant lots.

Ms. Johnston said she was comfortable with not building sidewalks on vacant lots but she wants sidewalks built for homes that do not already have them. It is acceptable to allow sidewalks to be built as buildings develop.

Chairperson Schley noted it is a conundrum to allow the existing sidewalks that are different from current Township standards.

Mr. Lewis said it is the applicant's intention to apply for a variance for the existing sidewalks. They will move ahead with delineation for any new sidewalks, including those to be provided at the six current houses. They understand and are committed to meeting that stipulation before they can move to Phase II.

Mr. Steve Visser, 6279 Shugarbush Trail, also stated a variance will be sought for driveway crossings and that all new sidewalks will be delineated. He asked for confirmation that the new development will need sidewalks on one side of the road only and sidewalks will not be required at the cul-de-sac.

Ms. Johnston agreed approval for the cul-de-sac without sidewalk was given in 2005/2006. All other Planning Commission conditions stand and will stay in place for the rest of the development.

Mr. Rick Suworsky, Ordinance Enforcement Officer, spoke about a flaw at some sites where the slope exceeds the 2% allowed by ADA standards. He indicated Visser Developers does a good job remediating as needed.

Chairperson Schley asked for public comment.

Ms. Julie Hartzell, 2484 Idle Harbor Court, asked for clarification regarding who is noticed for public hearings, saying some association members in the Phase I condominium area did not receive notification of this hearing.

Attorney Porter said notice is sent according to state law and noted mailings were sent to about 100 residents.

Chairperson Schley said as a Commission they do not deal with private associations and would not typically address those if outside of state law mandate.

Ms. Hartzell commented she would like to see the Phase I sidewalk completed in order to avoid having to walk in the mud.

The Chairperson commented that installing sidewalks before homes are constructed results in them being damaged during later home construction which results in added cost.

Hearing no further public comments, Chairperson Schley moved to Board deliberations.

Commissioners expressed their desire to fulfill the Township priority to provide walkable communities, but acknowledged the impracticality for developers to build sidewalks before properties are developed.

There was some discussion regarding sidewalk grades, how to address violations, and the process of saw cutting.

Mr. Suwarsky explained that he and the Township Engineer felt the deviation beyond the 2% grade in this project was not enough to warrant tearing out and re-doing sidewalks. Sections that don't meet ADA standards would need to be done, but the site condo is of a unique nature. He noted all drives are poured using reinforcing wire from garage to curb and that the problem with saw cutting is that the concrete would have to be cut full depth causing separation of the reinforcing material. The driveways are not out of specification and they would recommend against cutting the reinforcing wires and re-doing them for what would basically be a cosmetic purpose.

Attorney Porter felt re-doing the work would be an exercise in futility when for all intents and purposes, ADA requirements have been met.

Mr. Suwarsky noted Township standards specify and include federal standards.

Mr. Loy made a motion to approve the request to construct the project under three phases as permitted under the original approval as per Board discussion, with the stipulation that sidewalks will be constructed for the six existing homes currently without sidewalks, that sidewalks will be built as properties are developed in the remainder of Phase I, and to forward a recommendation of approval to the Township Board for the Phase II tentative preliminary plan, with the four conditions as stipulated by Staff. Ms. Farmer seconded the motion. The motion was approved unanimously.

**PUBLIC HEARING: SPECIAL EXCEPTION USE (COMMERCIAL CENTER –
CORNERS @ DRAKE)
PLANNING COMMISSION TO CONDUCT SPECIAL EXCEPTION USE AND SITE
PLAN REVIEW OF THE APPLICATION FROM AMERICAN VILLAGE BUILDERS
CONSTRUCTION FOR THE DEVELOPMENT OF A KELLOGG COMMUNITY
FEDERAL CREDIT UNION AND THE CORNER SHOPPES WHICH WILL HOST**

RETAIL STORES. PROPERTY IS LOCATED WEST OF DRAKE ROAD AND NORTH OF STADIUM DRIVE WITHIN THE C: LOCAL BUSINESS DISTRICT.

Chairperson Schley moved to the next item on the agenda, a public hearing to conduct special exception use and site plan review for the development of a Kellogg Community Federal Credit Union and Corner Shoppes located west of Drake Road and north of Stadium Drive.

He noted Staff informed Commissioners that AVB submitted a site plan to the Township for review for three new commercial buildings – the Corner Shoppes and Kellogg Community Federal Credit Union – to be located on the outlot immediately to the east of Costco. Since the initial submission, numerous zoning and other issues have come to the Township that affect the status of this proposed development, and its site plan is considerably out of compliance with the Township’s Zoning Ordinance. As a result, Staff recommended the Planning Commission table this agenda item until such time that the applicant can submit an approvable site plan for review.

Mr. Boulding, Sr. made a motion to table the special exception use and site plan review of the application from AVB Builders Construction for development of a Kellogg Community Federal Credit Union and the Corner Shoppes until the regularly scheduled Planning Commission meeting on December 10, 2015. Ms. Smith seconded the motion. The motion was approved unanimously.

Mr. Joe Gesmundo, 4200 West Centre Street, AVB Builders, apologized for not being able to attend the December 10 meeting and provided some general comments about the positive public/private partnership between AVB and the Township to develop the Corner @ Drake and successfully bring both Costco and Field & Stream to the area despite the smaller than typical market considered by large national retailers. He hopes the success Costco is experiencing here and the presence of Field & Stream will help secure future national retailers and restaurants.

PUBLIC HEARING: PLANNING COMMISSION TO REVIEW PROPOSED AMENDMENTS TO CHAPTER 76 OF THE TOWNSHIP ZONING ORDINANCE REGARDING SIGNS, PARTICULARLY FOR FINANCIAL INSTITUTIONS AND THE PERCENTAGE OF A SIGN ALLOWED FOR CHANGEABLE COPY OR ELECTRONIC DISPLAY AND THE LIMITATIONS ON LIGHTING ON ELECTRONIC SIGNS.

Chairperson Schley moved to the next item on the agenda, a public hearing to review proposed amendments to Chapter 76 of the Township Zoning Ordinance regarding signs, and asked Ms. Johnston to review the proposed amendments.

Ms. Johnston said sign ordinance amendments were presented to the Planning Commission for review and recommendation to the Township Board at the October 8, 2015 meeting. The amendments dealt with financial institution signs and allowing them the same size signage as other commercial uses within the C zoning district and the percentage of a sign that can be dedicated to changeable copy or electronic display.

During that meeting the Commission discussed requiring electronic copy signs to be dimmable, which was encouraged by a consultant from SignArt, a local sign company, who made a presentation at an earlier date to the Commission. At the conclusion of the discussion, the Planning Commission tabled the ordinance amendments until language related to dimmable signs could be presented.

Ms. Johnston said Staff reviewed several ordinances of Townships and Cities throughout Michigan to understand how other communities regulate this type of sign. Information was gleaned from Gaines Charter Township and the City of Grand Rapids (Kent County), Holland Charter Township (Ottawa County), and Lyon Charter Township (Oakland County) ordinances. Staff completed website searches of sign companies and their recommendations for LED signs and illumination. Daktronics is a sign company that assists local communities with sign ordinance language that is relevant to current industry standards. Their recommended language for dimmable LED signage was incorporated into the ordinance. Staff provided the language to SignArt for their feedback and received guidance that resulted in the final draft language presented.

She said the resulting change to 76.300 requires a permit and that the sign company sign an affidavit to meet Township sign requirements regarding illumination. 76.410 addresses how brightness levels will be monitored with use of an ambient light monitor. The Ordinance Enforcement Officer will address problems as needed. It is expected that over time Staff will gain a visual understanding of acceptable brightness and those that are too bright will stand out. She stressed this amendment will apply to new signs, not existing signs.

The Chairperson asked for public comment on this item. Hearing none, he closed the public comment opportunity, commended Staff for its good work, and noted that particularly enforcement and applications may need to be revisited in the future.

Ms. Farmer made a motion to approve the amendments to Chapter 76 of the Township Zoning Ordinance regarding signs, as presented. Mr. Loy seconded the motion. The motion was approved unanimously.

OLD BUSINESS/OTHER BUSINESS

PLANNING COMMISSION MEETING AGENDAS

Chairperson Schley moved to the next item on the agenda, a discussion regarding reorganization of Planning Commission meetings.

Ms. Johnston indicated she was suggesting a change to dedicate the first meeting of the month to scheduled development review. The second meeting of the month would be dedicated to the myriad of other projects the PC is tasked to complete.

She said, if adopted, the first meeting of the month would be the scheduled development review meeting. The Planning Department would post the development review schedule on the Township's website to ensure dates for deadlines are clearly provided. In addition, the Commission would still have the authority to request an item be placed on an agenda not intended for development reviews to provide some flexibility to the PC when needed.

The second meeting of the month would provide the Commission with better opportunities to review and discuss important planning items without extending meeting times beyond what would generally be considered reasonable.

She hoped this schedule might be implemented for the 2016 meeting dates and evaluated by the end of 2016 to determine if the new procedure is working effectively.

Commissioners discussed their desire to be flexible about special meetings in order to be accommodating to applicants and responsive to marketplace issues, agreed they prefer to avoid late meetings in order to be effective and productive, discussed the possibility of an earlier meeting start time but decided that was not feasible except for special work sessions, discussed limiting the number of agenda items proposed for each meeting, the desire for applications to be complete before being brought before the Commission to make effective use of meeting time, and acknowledged they were making decisions for the 2016 Board.

It was the consensus of the Commissioners to agree to and implement the changes suggested by Ms. Johnston for calendar 2016. Meeting dates for 2016 will be approved at the December 10 meeting.

Ms. Johnston said the Corner @ Drake item was tabled due to some outlot boundary/property line issues regarding buffering and setbacks. She noted Attorney Porter felt a Shopping Center District within the Ordinance would allow them to be in compliance, which is likely to come to the December meeting.

Attorney Porter said he was encouraged by an interim step and that if the Planning Commission moves on implementing a Shopping Center District now it will probably fit only this development. It would be helpful to have as a tool in the toolbox a full PUD Commercial Ordinance.

Chairperson Schley commented that development and growth create both opportunities and challenges and that how those are handled reflects what the Township is about.

PLANNING COMMISSIONER COMMENTS

Ms. Farmer said she would not be able to attend the December 10, 2016 meeting.

ADJOURNMENT

Having exhausted the agenda, and with there being no further business to discuss, Chairperson Schley asked for a motion to adjourn.

Mr. Loy made a motion to adjourn. The motion carried unanimously.

Chairperson Schley adjourned the Planning Commission meeting at approximately 8:45 p.m.

Minutes prepared:
November 14, 2015

Minutes approved:
December 10, 2015