

**PENNFIELD CHARTER TOWNSHIP  
REGULAR MEETING MINUTES  
JUNE 12, 2012**

Supervisor Behnke called the meeting to order at 6:30 PM at the Pennfield Middle School cafeteria. Present were Supervisor Behnke, Clerk Case, Treasurer Phillips, Trustees Bartlett, Beard, Bordine-Houseman and Ensign. Supervisor Behnke led the Pledge of Allegiance. There were seven residents present.

**PRESENTATIONS/PROCLAMATIONS**

None

**CITIZEN/PUBLIC COMMENTS**

1) One resident talked about garbage on Gorsline Road. 2) David Gilbert, candidate for Calhoun County Prosecuting Attorney was present and introduced himself and spoke briefly.

**ADDITIONS/DELETIONS TO THE AGENDA**

It was moved by Trustee Beard and supported by Trustee Bartlett to accept the Agenda as presented. **Motion carried.**

**CONSENT AGENDA**

It was moved by Trustee Beard and supported by Trustee Bartlett to accept the Consent Agenda as presented. **Motion carried.** The Consent Agenda consists of the following items:

1. Meeting Minutes of May 15, 2012
2. Utilities Division monthly report – see addendum
3. Code Compliance monthly report – see addendum
4. Permits Department monthly report – see addendum
5. Assessors Department monthly report – see addendum
6. Cemetery Department monthly report – see addendum

**DEPARTMENT REPORTS**

**POLICE:** No one was present from the Calhoun County Sheriff's Department to give the monthly report. The stats for the month are as follows: 160 traffic citations, 152 verbal warnings, 15 traffic crashes, 67 arrests, 63 self generated complaints, 242 dispatched complaints and 1,220 property inspections.

**FIRE**: Chief Smith was present to give the monthly report. There were 68 calls as follows: 4 fire, 45 rescue & medical emergencies, 3 hazardous conditions, 12 service calls, 2 good intent calls and 2 false alarms.

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

**1. Approval of Pennfield Charter Township Ordinance #104L-06-12 of 2012**

**ORDINANCE NUMBER 104L-06-12 OF 2012**

**AN ORDINANCE TO AMEND APPENDIX B OF THE PENNFIELD CHARTER TOWNSHIP CODE OF ORDINANCES WITH REGARD TO THE REGULATION OF SIGNS.**

**THE CHARTER TOWNSHIP OF PENNFIELD ORDAINS AS FOLLOWS:**

**SECTION 1.** Subparagraphs (2) and (3) of Section 13.A.05 of Appendix B of the Pennfield Charter Township Code are hereby amended to read as follows:

(2) *Multiuse signs identifying no less than three businesses within a shopping center or similar development may not exceed 15 feet in height and 48 square feet in area, unless such sign is for a shopping center or primary anchor tenant exceeding 50,000 square feet in building area, in which case the sign shall not exceed 20 feet in height and 200 square feet in area. Within such a multibusiness sign, each individual nameplate shall not exceed 12 square feet in area, unless such nameplate is for an anchor tenant exceeding 50,000 square feet in building area, in which case the nameplate shall not exceed 50 square feet in area. Address identification shall be included with any multiuse sign. Ground-mounted signs with landscaping are required.*

(3) *Wall signs shall not exceed one square foot for every two linear feet of building wall area for each entrance, not exceeding two sides. The total wall sign area shall not exceed 20 square feet for each sign unless such wall exceeds 200 square feet in area, then it shall not exceed 10% of the total wall area up to 50 square feet for each sign. All wall signs shall be separated from any other wall sign by at least five feet.*

**SECTION 2.** Section 16.03.A of Appendix B of the Pennfield Charter Township Code is hereby amended to read as follows:

- A. *Intent. This section is intended to protect and further the health, safety, and welfare of the residents of Pennfield Charter Township; to maintain and improve the appearance of the Township; to conserve community character; to prevent traffic hazards; to provide safer conditions for pedestrians; and to promote economic development by regulating the construction, alteration, repair, maintenance, size, location, and number of signs. These*

*regulations are further intended to provide reasonable identification for businesses and other uses within the community, but are not intended to serve as a means of advertising.*

SECTION 3. Subparagraphs “11A” and “11B” of Section 16.03.B of Appendix B of the Pennfield Charter Township Code are hereby created to read as follows:

*11A. Message center sign: An internally illuminated sign that has a changeable electronic message board.*

*11B. Multi-use sign: A freestanding sign that includes signage for not less than three businesses.*

SECTION 4. Subparagraph 10 of Section 16.03.C of Appendix B of the Pennfield Charter Township Code is hereby amended to read as follows:

*10. No sign shall employ any flashing, moving, oscillating, blinking, or variable intensity light, unless approved as a message center sign subject to those restrictions. Otherwise, only variable time-temperature signs may be permitted.*

SECTION 5. Subparagraphs 1 and 5 of Section 16.03.E of Appendix B of the Pennfield Charter Township Code are hereby amended to read as follows:

*1. Every permanent sign which does not conform to the height, size, area, or location requirements of this section as of the date of the adoption of this ordinance, is hereby deemed to be nonconforming unless such sign has been approved subject to a variance request.*

*5. Any sign which for a period of six months or more no longer advertises a bona fide business conducted or product sold shall be removed by the owner of the building, structure, or property upon which such sign is located, within 30 days of receipt of written notice by the zoning administrator. Notice shall also be given for removal of such sign structure, if nonconforming, within six months of the date of such written notice, unless a new business owner or tenant has occupied such business location.*

SECTION 6. Subparagraph 1 of Section 16.03.G of Appendix B of the Pennfield Charter Township Code is hereby amended to read as follows:

*1. All ground, wall and freestanding signs may include reader boards, provided the entire area utilized complies with the overall sign area calculation. Message center signs may be approved for schools, churches or similar public or non-profit entities that have a variety of facility uses for multi-use business locations. Such signs shall not exceed 72 square feet in area or exceed a height of 11 feet. The message shall not scroll continuously but shall be fixed for not less than a 5 second interval. Illumination levels shall not exceed 1 footcandle at any property line.*

SECTION 7. Section 16.03.H of Appendix B of the Pennfield Charter Township Code is hereby amended to read as follows:

H. Sign regulations by district.

Signs in each zoning district shall be subject to the following regulations:

<b>AGP, AG, RR, R-1, R-2, R-3, and MHP Zoning Districts--Permitted Signs</b>	
<i>Ground signs for residential subdivisions, manufactured home parks, schools, or other nonresidential uses allowed in the district</i>	
Number	1 per major entrance
Size	No greater than 16 square feet
Location	Minimum of 15 feet from any side or rear property line
Height	No higher than 4 feet
<i>Signs for home occupations</i>	
Number	1 per lot or parcel
Size	No greater than 2 square feet unless otherwise provided; 9 square feet in the AGP, AG, and RR districts
Location	On wall of principal building facing street, or in front yard in the AGP, AG, and RR districts
<i>Signs for nonresidential uses</i>	
Number	1 per street frontage
Size	No greater than 5 percent of the wall area to which the sign is affixed
Location	On wall of building facing street
<i>Political signs</i>	
Number	1 per issue or candidate, per parcel
Size	No greater than 6 square feet
Location	Minimum of 15 feet from any side or rear property line
Height	No higher than 6 feet
<i>Real estate signs</i>	
Number	1 per lot or parcel, per 300 feet of road frontage
Size	No greater than 6 square feet for developed properties or lots; 32 square feet for vacant lots or parcels
Location	Minimum of 15 feet from any property line, and outside the public right-of-way
Height	No higher than 6 feet

C-1, C-2, and I-1 Zoning Districts--Permitted Signs ( <i>For CBD See Chapter 13.A</i> )	
<i>Ground signs (Required for a single business)</i>	
Number	1 per lot or parcel, except that only 1 ground sign or 1 freestanding sign shall be permitted per lot or parcel
Size	No greater than 32 square feet
Location	Minimum of 15 feet from any property line, and outside the public right-of-way
Height	No higher than 6 feet
<i>Freestanding signs (Permitted only for multi-use business locations)</i>	
Number	1 per lot or parcel, except that only 1 ground sign or 1 freestanding sign shall be permitted per lot or parcel
Size	No greater than 60 square feet
Location	Minimum of 15 feet from any property line, and outside the public right-of-way
Height	No higher than 20 feet, with a minimum of 8 feet between the ground and the bottom of the sign

<i>Wall signs</i>	
Number	1 per street frontage
Size	No greater than 10 percent of the wall area to which the sign is affixed, not to exceed a maximum sign area of 200 square feet
Location	On wall of building facing street
<i>Political signs</i>	
Number	1 per issue or candidate, per parcel
Size	No greater than 6 square feet
Location	Minimum of 15 feet from any property line, and outside the public right-of-way
Height	No higher than 6 feet
<i>Real estate signs</i>	
Number	1 per lot or parcel
Size	No greater than 16 square feet for developed properties or lots; 32 square feet for vacant lots or parcels
Location	Minimum of 15 feet from any property line, and outside the public right-of-way
Height	No higher than 6 feet

C-1, C-2, and I-1 Zoning Districts--Permitted Signs		
<i>Gasoline stations</i>		
Ground signs	Number	1 per lot or parcel, except that only 1 ground sign or 1 freestanding sign shall be permitted per lot or parcel
	Size	No greater than 50 square feet
	Location	Minimum of 15 feet from any side or rear property

	Height	No higher than 6 feet
Freestanding signs	Number	1 per lot or parcel, except that only 1 ground sign or 1 freestanding sign shall be permitted per lot or parcel
	Size	No greater than 72 square feet
	Location	Minimum of 15 feet from any side or rear property line
	Height	No higher than 20 feet, with a minimum clearance of 8 feet between the ground and the bottom of the sign
	Additional sign	1 additional sign may be attached to the support column(s) of the freestanding sign. Such sign shall not exceed 3 square feet, and shall have at least 10 feet of ground clearance
Temporary signs (no permit required)	Number	2
	Size	No greater than 9 square feet each
	Location	Minimum of 5 feet from front lot line, and 15 feet from any side or rear lot line
	Height	No higher than 4 feet
Other permitted signs for gasoline stations	Directional signs or lettering over entrance doors or service bays may only display the type of service taking place in such bay	
	Customary lettering on or other insignia which are a structural part of a gasoline pump, and any other insignia required by law. If illuminated, such signs shall be nonflashing and shall not in any manner constitute a traffic hazard	
	1 nonilluminated credit card sign not exceeding 2 square feet in area which may be placed on or near each gasoline pump	
<i>Movie theaters</i>		

Ground signs	Number	1 per lot or parcel, except that only 1 ground sign or 1 freestanding sign shall be permitted per lot or parcel
	Size	No greater than 100 square feet
	Location	Minimum of 15 feet from any property line, and driveway
	Height	No higher than 6 feet
Freestanding signs	Number	1 per lot or parcel, except that only 1 ground sign or 1 freestanding sign shall be permitted per lot or parcel
	Size	No greater than 200 square feet
	Location	Minimum of 15 feet from any property line
	Height	No higher than 20 feet, with a minimum clearance of 8 feet between the ground and the bottom of the sign
Wall signs	Number	2
	Size	No greater than 32 square feet each
	Location	On the front wall as determined by the property owner
"Now Showing" and "Coming Attraction" display cases	Number	1 for each screen
	Size	No greater than 12 square feet each
	Location	On the front walls of the building, as determined by the property owner

Billboards are permitted in the C-2 and I-1 districts only.

All billboards shall conform to the requirements of the Highway Advertising Act (MCL 252.301 et seq.).(Ord. No. 104B-06-03, § 18, 6-11-2003)

**SECTION 8.** Severability of Invalid Provisions. If any provision of this Ordinance shall be held invalid, its invalidity shall not affect any other provisions of this Ordinance that can be given effect without the invalid provision, and for this purpose the provisions of this Ordinance are hereby declared to be severable.

**SECTION 9.** Repeal. All ordinances or parts of ordinances in conflict herewith are hereby repealed only to the extent necessary to give this ordinance full force and effect.

**SECTION 10.** Savings Clause. A prosecution which is pending on the effective date of this ordinance and which arose from a violation of an ordinance repealed by this ordinance, or a prosecution which is started within one (1) year after the effective date of this ordinance arising from a violation of an ordinance repealed by this ordinance and which was committed prior to the effective date of this ordinance, shall be tried and determined exactly as if the ordinance had not been repealed.

SECTION 11. Effective Date. The provisions of this Ordinance are hereby adopted and this Ordinance shall take effect seven (7) days after publication of this Ordinance or a summary thereof which publication shall occur in a newspaper of general circulation in the Township within fifteen (15) days after adoption.

Moved by: Trustee Beard

Supported by: Trustee Bartlett

Supervisor Behnke – Yes  
Clerk Case – Yes  
Treasurer Phillips – Yes

Trustee Bartlett – Yes  
Trustee Beard – Yes  
Trustee Bordine-Houseman – Yes  
Trustee Ensign – Yes

Vote shows 7 yes and -0- no. **Ordinance #104L-06-12 is adopted.**

### **TREASURER’S MONTHLY REPORT**

May, 2012 report shows the following balances on hand:

General Fund	\$1,038,090.71
DDA	\$1,528.11
Metro Act-Maint.	\$16,029.70
Parks	\$13,021.69
Public Safety	\$3,376.16
Sewer	\$791,990.01
Water	\$657,188.45
Trust & Agency	\$7,281.55
Tax Collection	\$34.43
<b>TOTAL:</b>	<b>\$2,528,540.81</b>

It was moved by Trustee Beard and supported by Trustee Bartlett to approve the monthly Treasurer’s report as presented. **Motion carried.**

### **PAYMENT OF MONTHLY BILLS**

It was moved by Trustee Beard and supported by Trustee Bartlett to approve the payment of the monthly bills in the amount of \$216,287.58. **Motion carried.**

### **EXTENDED PUBLIC COMMENTS**

None



## TOWNSHIP BOARD MEMBER COMMENTS

Clerk Case stated the AV applications went out in the mail for the upcoming August election and to contact the Clerk's office if you wish to get an AV application. Treasurer Phillips is preparing summer tax bills. Trustee Beard stated that he thinks that our Board has done a good job for the residents of the Township.

## ANNOUNCEMENTS MADE BY CHAIRPERSON

The next regularly scheduled Township Board meeting will be on July 10, 2012. The next monthly recycling weekend will be June 23<sup>rd</sup> and June 24<sup>th</sup>. The Township office will be closed on Wednesday, July 4<sup>th</sup> in observance of Independence Day. The Pennfield Township Planning Commission will meet on Monday, July 2<sup>nd</sup> at 6:30 PM the Pennfield Middle School cafeteria to discuss a change to the Ordinance regarding wind turbines.

It was moved by Trustee Beard and supported by Trustee Bartlett to adjourn the meeting at 6:50 P.M. **Motion carried.**

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Robert P. Behnke, Jr.  
Supervisor

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Kathleen R. Case  
Clerk

## ADDENDUM A – DEPARTMENT REPORTS

### UTILITIES

The stats for the month of May, 2012 are as follows: 1,200 meter reads, 16 corrective work orders. All mains, curb boxes and sewer lines on Glendale, Alton and Meadowlawn were marked for new gas mains and service. The spring flushing was done in May.

### ASSESSOR

The following was accomplished for the month of May, 2012:

1. All Homestead and Property Transfer Affidavits are current. There were 14 transfers of property processed for the month: Nine regular sales and five foreclosure related.
2. Conducted miscellaneous phone & in person inquiries about assessment & descriptions.

### CODE ENFORCEMENT

The following was accomplished for the month of May, 2012:

1. Conducted property inspections for new complaints and follow up inspections of previous complaints.
2. Received 49 new complaints for the month as follows:

37 – tall grass  
7 – junk & trash  
2 – inoperable vehicles  
1 – unsafe structure  
2 – Township Ordinances

### PERMITS

Building	8 permits (PB12-014 thru PB12-021)	\$2,810.31
Electrical	10 permits (PE12-020 thru PE12-029)	\$1,912.00
Mechanical	7 permits (PM12-023 thru PM12-029)	\$1,385.00
Plumbing	9 permits (PP12-011 thru PP12-019)	\$1,686.00
Zoning	3 permits (PZ12-003 thru PZ12-005)	\$210.00
<b>TOTAL:</b>		<b>\$8,003.31</b>

### CEMETERY

Burial	5/15/12	\$500.00
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