

**Pennfield Charter Township**

**Planning Commission Meeting**

**Minutes of March 4, 2013**

The meeting was called to order at 6:34 pm at the Pennfield Middle School Library. Members present were Paul Anderson, Jon Bartlett, Curtis Whitaker, Tammi Damerow, Brad Messenger, Jack Pooler and Elaine Walter. A quorum was met.

Others present: Supervisor Rob Behnke, Township Planner Russ Wicklund, Recording Secretary Sandra Cummings and one resident.

All attendees recited the Pledge of Allegiance.

**PUBLIC COMMENTS**

There were no public comments.

**ADDITIONS/DELETIONS TO AGENDA**

There were no additions or deletions to the agenda. Paul Anderson made a motion, seconded by Elaine Walter, to accept the agenda as written. Motion carried.

**APPROVAL OF THE MEETING MINUTES**

Curtis Whitaker made a motion, seconded by Paul Anderson, to approve the meeting minutes of February 4, 2013. The motion carried.

#### **PUBLIC HEARING**

a) Proposed Zoning amendments with respect to collection boxes.

There were no public comments with regard to the proposed amendments concerning donation boxes. No letters or phone calls were received in the Township office prior to the meeting.

#### **OLD BUSINESS**

There was no old business.

#### **NEW BUSINESS**

a) Proposed zoning ordinance amendment with respect to collection boxes.

Paul Anderson made a motion, seconded by Curtis Whitaker to recommend to the Township Board of Trustees an ordinance to amend appendix B zoning of the Pennfield Charter Township Code of Ordinances to prohibit donation boxes in all zoning districts unless it is accessory to the principal use of the premise.

The board members discussed the proposed amendments with regard to collection boxes. It was stated that all of the boxes that had been located in various areas of Pennfield have now been removed. The eyeglass collection box owned by the Lions Club and currently located under the protected overhang at the Family Fare Plaza will remain in place since it is a local non-profit endeavor, not encroaching in the road right of way, and benefits local citizens including Pennfield Township residents. It was pointed out that the purpose of the zoning ordinance amendment is to limit any kind of collection box to businesses located within the township, and control the placement of such boxes to prohibit encroachment into road right of way areas.

There will be no boxes allowed for any business not located within the Township without a zoning ordinance change, and a variance will not be considered through the Zoning Board of Appeals.

The motion to recommend approval carried. Roll call vote follows:

Jon Bartlett	yes	Curtis Whitaker	yes
Brad Messenger	yes	Jack Pooler	yes
Elaine Walter	yes	Tammi Damerow	yes
Paul Anderson	no		

Paul Anderson offered a qualifying statement to his vote. He stated that he believes in the principal of the amendment, but has concerns that there may be selective enforcement and that the restriction of the placement of collection boxes could have been handled through existing zoning laws instead of developing new ones.

#### **CONTINUED DISCUSSION ON TOWNSHIP MASTER PLAN**

Township Planner Russ Wicklund continued the discussion on updating the Township Master Plan. He indicated that the township has met its requirement to review the master plan every 5 years. He discussed the possibility of undertaking a Capital Improvement Program, which is required in order to be considered for state recreation grants.

The board members discussed plans for improvements to enhance the community, with the goal of attracting new residents and businesses into the area. Some possible improvements could include bike trails, sidewalks, community parks, boat launches and parking areas along the river, and river clean-up projects.

The board members discussed some of the stumbling blocks to development in Pennfield. These include the lack of a large retail enterprise such as Walmart to draw in other businesses, the lack of water and sewer lines in many areas, and the lack of recreational amenities such as the ones mentioned above.

The board members agreed that Russ Wicklund should draft a Capital Improvement Program to present to them at the next Planning Commission meeting, so that the updates to the Master Plan can be concluded.

#### **EXTENDED PUBLIC COMMENTS**

No public comments.

#### **COMMISSION MEMBERS COMMENTS**

Rob Behnke stated that there are two businesses currently looking at two different vacant buildings in the township. If purchased, the business owners will be making some improvements to the buildings which we would be happy to see.

Rob Behnke reviewed with the Board members the site plan presented by McDonald's Restaurant located at 1085 Capital Avenue NE. The business plans to add a second drive-through window, and revamp the parking lot to relieve the long lines and traffic congestion entering and exiting the establishment. Mr. Behnke feels that the project can be handled administratively, and need not go to the Planning Commission.

After some discussion, Chairman Jon Bartlett polled each board member to see if anyone felt the site plans should come before the board. The members did not indicate that the plans should come before the Planning Commission.

Elaine Walter mentioned that there have been several door to door peddlers in her neighborhood recently. Mr. Behnke indicated that all door to door peddlers need a Peddlers Permit to solicit door to door. Elaine stated that she feels the addition of parks and recreation areas would be good for the township, and encourages Russ Wicklund to get something on paper. She also stated she would like to visit potential recreation sites sometime.

Jack Pooler asked for an update to the buildings that are on the dangerous building list.

Brad Messenger feels if two members have conflicts, they should discuss it outside the planning meeting along with a mediator.

#### **ANNOUNCEMENTS**

The Planning Commission meeting scheduled for April 8, 2013 has been cancelled. The next scheduled Planning Commission meeting will be May 6, 2013.

#### **ADJOURNMENT**

Brad Messenger made a motion, seconded by Curtis Whitaker to adjourn the meeting at 7:55pm. The motion carried.

Submitted by,

Sandra Cummings, Recording Secretary