

Call to Order: 7:00pm Chairperson Larabel called the meeting to order.

UNAPPROVED MINUTES

Present: Larabel, Dykstra, Webster, Tacoma, Woltjer
Absent w/ notice: DeHaan, Keppel
Planner: Ransford: gregory.ransford@gmail.com, phone 638-1240

Invocation: Larabel

Approval of Minutes Woltjer/Dykstra made a motion to approve the December meeting minutes with revisions made to the date and "Invocation" row. Carried

Approve the Agenda: Webster/Dykstra made a motion to approve the January meeting agenda. Carried

Public Comment: None

New Business Master Plan - Master Street Plan

7:03pm

Chairperson Larabel recognized Ransford to explain the Master Street Plan and the proposed revisions to the Transportation Chapter and the Public & Recreational Facilities Chapter.

Planner Due to the recent tabling of the Master Plan map review we performed the next task in our Framework to keep the master plan calendar as much on schedule as possible. The next item was to compile and analyze the results of the Framework to this point. As a result of our review we noted that recent legislation to the Planning Enabling Act requires a municipality to either have a Master Street Plan, which we do not, or in the instance the Master Plan contains elements of a Master Street Plan, the municipality must provide a means by which the elements will be implemented. Given this and in an effort to continue with the simplified approach the Planning Commission desired to take when we started the master plan process, we have proposed minor revisions to the Transportation Chapter and the Public & Recreational Facilities Chapters to identify the process by which those elements would be carried out and that ultimately, because of the Capital Improvement Plan being drafted by the Board of Trustees, that the means simply references the CIP and our cooperation with the County and MDOT. Given that formal policy with these organizations must come from the Board of Trustees, it isn't appropriate for the Planning Commission to establish the policy but leave it to the Board by reference. The township legal counsel agrees with this approach.

Webster What is the length of time for the CIP?

Planner Ultimately, the CIP is designed for long term because of its elements. For

instance, the CIP identifies improvements such as bike paths, parks, water and sewer lines, etcetera. The CIP with project out the age of the pipe, for example, which could be 50 years and then addresses depreciation, cost of replacement, timing, etcetera. Given this, the CIP doesn't necessarily have an end but is frequently reviewed and updated.

General discussion was held.

Motion to Approve

Webster/Dykstra made a motion to approve the proposed changes to the Transportation Chapter and the Public & Recreational Facilities Chapter as presented by Greg.

Carried

7:08pm

Election of Officers

Chairperson Larabel noted that the next item on the agenda is the election of officers but first inquired about a staff secretary for taking minutes of the meeting.

Tacoma

I talked to Ken and he agrees that we need a staff person to take minutes but it has gone no further.

Larabel and Woltjer noted they are not opposed to Ransford recording minutes in the meantime.

Chairperson nominations

Chairperson Larabel opened the floor for nominations for Chairperson.

Woltjer nominated Larabel. Nomination was seconded by Dykstra

There being no further nominations for Chairperson, nominations were closed.

Vice-Chairperson nominations

Chairperson Larabel opened the floor for nominations for Vice-Chairperson.

Dykstra nominated Webster. Nomination was seconded by Larabel.

Woltjer nominated DeHaan. Nomination was seconded by Dykstra.

There being no further nominations for Vice- Chairperson, nominations were closed.

Secretary nominations

Chairperson Larabel opened the floor for nominations for Secretary.

Woltjer nominated Webster. Nomination was seconded by Tacoma.

Larabel nominated DeHaan. Nomination was seconded by Webster.

There being no further nominations for Secretary, nominations were closed.

Chairperson

Larabel was awarded the office of Chairperson being there were no challengers.

Carried

Vice-Chairperson	Webster: Larabel - Yes, Dykstra - No, Tacoma - No, Woltjer - No, Webster - Yes DeHaan: Dykstra - Yes, Tacoma - Yes, Larabel - Yes, Woltjer - Yes, Webster - Yes	Faile Carri
Secretary	DeHaan: Tacoma - No, Larabel - No, Dykstra - No, Woltjer - No, Webster - No Webster: Woltjer - Yes, Dykstra - Yes, Larabel - Yes, Tacoma - Yes, Webster - Yes	Faile Carri
Old Business 7:20pm	Master Plan Map Larabel introduced the Master Plan map and noted that at least three items need to be considered. They include the elimination of the Public/Quasi-public classification; creating the Village of Jamestown classification and; creating the Forest Grove classification.	
Tacoma	Why do we need to change the public quasi-public classification?	
Planner	The Planning Commission concluded in the middle of the master plan process to eliminate the related text and remove it from the proposed plan. The main reason is because of public abandonment through sale or otherwise of a public property to a private entity who then seeks to conduct a different use than a public park or school. In the instance this scenario occurred, which has recently in another of my townships, the master plan would not support a zoning map amendment to seek another district in which to pursue the use. Ultimately, the master plan, which is the document upon which you legally base your decisions, would not support a change and it would handcuff the property owner. The Zoning Ordinance provides for public uses in various zoning districts and does not necessitate this classification for further public uses.	
Tacoma	Why can't we leave the public/quasi public and let someone rezone it?	
Planner	The master plan is a policy document and it is used to justify rezoning decisions. Otherwise the public/quasi public classification dictates the land and a rezoning would be contrary to the plan.	
Dykstra	What about the black hole I heard someone mention?	
Larabel	If the public/quasi public is not changed - for instance, with R-1 all around it, you'd have nothing in the middle because the plan would indicate that should be public/quasi public. We should change the map so we can have a plan that supports someone in the future making the change to R-1. General discussion was held. The Planning Commission identified proposed changes to the public/quasi public classification and directed Ransford to update the map for review at the next meeting.	
Larabel	The next area to include on the map is the Village of Jamestown and Forest	

Grove areas. To recap, we wanted to accommodate non-conforming uses that were built in the past and preserve the old town feel.

Planner

The Planning Commission agreed to promote the mixed use, traditional neighborhoods that exist today in very small quantity. As Tom indicated, the Planning Commission drafted text to provide for the old town feel.

General discussion was held regarding overlays and boundaries for the areas.

By consensus, the Planning Commission directed Ransford to update the map to include a Village of Jamestown area as a half mile radius from the intersection of Riley Street and 24th Avenue

By consensus, the Planning Commission directed Ransford to update the map to include a Forest Grove area as a 1/8th of a mile distance north and south of Perry Street between 32nd Avenue and the existing commercial classification on Perry Street

8:00pm

Road Improvement Guide

Chairperson Larabel asked where the Planning Commission was with this matter due to his absence last month.

Tacoma

The Board wants the Planning Commission involved and has every intention to follow your recommendation.

Planner

Planning Commissioner Woltjer asked that this matter be brought back to the Planning Commission, who agreed, following Tacoma's comments on behalf of the Board. As a result, following discussion at your November meeting, we updated the grid and revised its title to a "guide;" updated title columns to be clearer and provided a ranking guide for the one to five system to provide clarity.

Webster

Why are we using a one to five scale and not a one to three scale? Only the road condition has one to five. I would propose a very straight forward way to do the ranking.

I proposed a one to three ranking. We should provide a narrative for each category to explain their purpose. For instance, Service Traffic would be for work commuter traffic. What is emergency traffic? Is it the same? Is Traffic Count repetitive of Service Traffic?

Tacoma

Emergency Traffic would not use the same routes as work traffic because they would be able to drive any route without traffic lights and stop signs.

Woltjer

Targeted for Development and the Sand Concentration for Septic Development are the same.

Larabel	I would strike safety because of emergency column. Safety was my idea but it isn't needed with the emergency column.	
Webster	Should we add cost?	
Larabel	I don't think we should add cost because it is for the Board to hash out from the top two or three roads we present.	
Woltjer	The Board policy over the years has been to shift between quadrants in the township for road improvements.	
Larabel	We need to add 28th from Perry to Adams on the list; 28th from Mason to Adams.	
Planner	Can you clarify your suggestion, Tom?	
Larabel	Add Mason Street from 32nd Avenue to 28th Avenue and 28th Avenue from Mason Street to Adams Street as one segment.	
Webster	Again, I think we need to narrow the categories	
	General discussion was held.	
Larabel	I propose the following four categories; Traffic, Safety and Emergency; Development and; Road Condition. We should include a narrative guide for each category. For example, Development would include house count, sand for septic development, sewer, etcetera.	
	By consensus, the Planning Commission directed Ransford to update the Guide accordingly.	
Extended Public Comments Regarding Agenda Items Only (3 minutes)		
8:28pm		
	None	
Correspondence	None	
Planning Commissioner Comment		
	None	
Motion to Adjourn	Dykstra/Webster made a motion to adjourn.	Carried
8:30pm	Minutes submitted by G. Ransford.	