

**KOCHVILLE TOWNSHIP PLANNING COMMISSION
MINUTES OF REGULAR MEETING
APRIL 13, 2015 – APPROVED
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7:00 pm: opened with the Pledge of Allegiance.

Roll Call: Present: Tony Leuenberger, Joanne Cammin, Ron Robishaw, Don Jackson, Rhonda Ferrell, and Chair Kiss. Absent (excused): Russ Herlache.

Approval of Agenda: Mr. Jackson made a motion to accept the presented agenda. Seconded by Mr. Robishaw. Motion carried.

Approval of minutes of March 9, 2015: Mrs. Cammin made a motion to accept the minutes of March 9th 2015. Seconded by Mr. Leuenberger. Motion carried.

Public comment: no comments

Close Public Comment:

PA 33 Committee: Mrs. Ferrell wanted to remind everyone of the Tuesday, May 5th election. On the ballot is a proposal to amend the State Constitution to increase the sales/use tax from 6% to 7%. Mrs. Cammin reminded everyone that Wednesday, April 15th is the last day to file income taxes to the IRS.

Report from Township Board Member: Rhonda Ferrell:

- The Board held a public hearing for the fiscal year 2015-16 Township budget and passed Resolution #15-03: FY 2015-16 Budget Proposal.
- The Board passed the 2014-2015 Budget Amendments.
- The Board approved Ordinance #15-02: Rental Inspection/ Licensure with changes in option B to include fees.
- The Fire Department Cost Recovery write-off through 3-31-14 for \$53,440 was approved by the Board.
- The Board approved an accounting service contract with Yeo & Yeo.
- The Board approved the Master Plan amendments to be distributed per the requirements of the MI Planning & Enabling Act.
- The Board approved the Fire Department selling Engine #4 on eBay for a minimum of \$5,000.
- Resolution #15-04 Deputy Clerk's salary was approved.
- Resolution #15-05 Deputy Treasurer's salary was approved.
- Resolution #15-06: Resolution approving Interlocal Agreement with Kochville DDA regarding joint Township Manager/ DDA Director Position.
- Special Event application was approved for the American Cancer Society for the special event on 10-23-15 at Krossroads Park.
- Resolution #15-07 Rental License Registration Fee was approved.
- The next Board meeting will be held on Monday, April 20th at 7pm at the Kochville Veterans Hall.

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Business Items:

A: Sign Ordinance Discussion: Bruce Palmer: Building, Zoning, Code Enforcement Officer presented a power point presentation to the Planning Commission on the history and step by step process of the new sign board of appeals process.

- The sign ordinance enforcement is under the authority of the Township’s code enforcement department.
- Ordinance #14-08 was revised and adopted on August 26, 2014 replacing the original sign ordinance that was implemented on June 17th 2003.
- Ordinance 153.061 (B) states that all non-conforming signs in existence at the time of adoption of this chapter are presumed to have a useful life that ends on 2-26-16, after which time, they must come into conformance.
- Any non-conforming sign owner who believes their sign has a useful life beyond 2-26-2016 may file a petition with the Sign Board of Appeals.
- The Sign Review Board, which consists of the Planning Commission, has the right to grant variances to the ordinance, if sufficient cause is warranted by the presentation of facts by the applicant which supports the request for a variance.
- This process starts with a completed application and a \$250 fee.
 - Plans drawn to a readable scale of the sign in question or a photo.
 - A site plan showing the location of the proposed sign plus all the existing structures and above ground utilities.
 - Site plan should include measurements from the sign to property lines and other adjacent structures.
 - The Zoning Administrator shall place the appeal on the regular meeting agenda of the Sign Review Board, which is scheduled prior to the regular Planning Commission meeting, within 45 days after receiving the application with all requested information.
 - Property owners are notified within 300 ft of the existing sign.
 - The applicant is required to attend, and must be prepared to present their case.

Discussion continued with the Planning Commission. Mr. Palmer answered questions and concerns and discussed two real life examples of appeal cases. This section of the meeting was considered training for the Commissioners.

B: DDA Presentation: Steve King: Township Manager/DDA Director: Mr. King presented a power point presentation on the DDA and their future plans and updates in 2015.

- The DDA district is a total of 2.73 square miles.
- The DDA’s ultimate goals are to preserve property values and prevent economic deterioration.
- They focus on decision making to enhance the district’s appearance, keeping the budget safe, infrastructure projects and place making.
- Sculptures, Christmas decorations, banners, Christmas in Kochville, Farmer’s Market are just a few projects the DDA are involved in.

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- Bay Road gateway sign, I-675 Tittabawassee Interchange Cleanup, Police Protection, pedestrian improvements, Davis Road street scaping, and landscape beautification efforts throughout the DDA district are many of the 2015 projects the DDA committee is involved in.
- DDA/TIF plan is in effective till March 31, 2064.

Other Business: Rowe Professional Services Company is hosting a training on the site plan review process on Wednesday, April 29th at 7pm. If you are interested, please contact Mr. Dier.

Comments from Staff/Commission: Mr. Palmer discussed possible ordinance proposals: wood burning furnaces within a residential area, accessory structures and their size regulations in residential areas, double striping and maintenance in parking lots and curbs.

Adjourn: Next meeting May 11, 2015. Chair Kiss made a motion to adjourn. Seconded by Mr. Robishaw.

Respectfully submitted,

Rhonda Ferrell, Secretary