

**PLANNING COMMISSION  
FEBRUARY 22, 2011 @ 7:30 P.M.**

**MEMBERS PRESENT:** JOHN LOWE, CHAIRPERSON  
JERRY SIDLAR, VICE-CHAIR  
JEAN ROOT, SECRETARY  
JIM MURRAY  
BOB HANVEY

**MEMBERS ABSENT:** NONE

**OTHERS PRESENT:** ANNETTE MCNAMARA, ZONING ADMINISTRATOR  
SALLY ELINGER, CARLISLE/WORTMAN & ASSOCIATES

\*\*\*\*\*

**CALL TO ORDER**

John Lowe called the meeting to order at 7:30 p.m.

**PLEDGE OF ALLEGIENCE**

**APPROVAL OF AGENDA**

Jean Root asked that agenda item Dangerous Dogs be placed first on the agenda. The Planning Commission members agreed. Jean Root motioned to approve the amended February 22, 2011 regular meeting agenda. Jim Murray seconded. **Motion Carried 5-0.**

**INTRODUCTION OF MEMBERS**

The members of the Planning Commission introduced themselves.

**CALL TO THE PUBLIC**

John Lowe opened the call to the public.

There was no response.

John Lowe closed the call to the public.

**APPROVAL OF MINUTES**

**November 23, 2010 Public Hearing minutes**

Jean Root motioned to approve the November 23, 2010 regular minutes. Jim Murray seconded. **Motion Carried 4-0.** John Lowe abstained.

**November 23, 2010 Regular Meeting minutes**

Jean Root motioned to approve the November 23, 2010 regular minutes. Jim Murray seconded. **Motion Carried 4-0.** John Lowe abstained.

**OLD BUSINESS**

**Proposed Resolution – Dangerous Animal Owner**

Debbie Oberle introduced herself as the newly appointed Director of Livingston County Animal Control (LCAC) and then introduced her employee Michelle Dirett, Animal Control Officer.

John Lowe thanked Director Oberle and Officer Dirett for coming to the meeting. John Lowe explained the Planning Commissioners intent in inviting her was to keep track of complaints within Marion Township.

Director Oberle informed the Planning Commission members that there has been a donut hole in enforcing. The authority to cite infractions was taken away in 2008. She has a meeting with the prosecuting attorney to reinstate the authority and present him with a fine schedule for infractions. This will give the LCAC officers more leverage. She also informed the Planning Commission members that she will be rewriting the Livingston County Dog Ordinance to bring it more in line with the State of Michigan Dog Law of 1918. The Attorney for Livingston County will help with rewriting the Ordinance. She would like the Ordinance to be adopted by spring 2011. Four Officers work for LCAC two are on the daytime shift and two come in at five p.m. and stay until the day shift arrives. Typically homeowners initiate a complaint; Director Oberle wants to change this so LCAC can initiate complaints. For years the complaints have been handwritten and it was difficult to connect multiple complaints on one dog. Director Oberle would like this to be in a computer log that gives the staff ability to cross reference. Jean Root expressed concern with the lack of ability to allow the Control Officers to do their job and asked what the Planning Commission can do to help.

The Planning Commission members asked Annette McNamara to draft a letter to the Prosecuting Attorney asking

that they support LCAC and enact provisions to allow the staff to perform their duties. They would like a copy of the letter sent to Steve Williams and Ron VanHouten, Marion Township's County Commission representatives. Mr. Hanvey asked what information can be passed along to Marion Township residents that will help them in a dangerous dog situation.

Officer Dirett answered that every scenario is different and there is no set answer.

#### **Proposed Zoning Ordinance requirements for Outdoor Furnaces**

John Lowe reiterated information from the Livingston County Building Department (LCBD.) The LCBD does inspect the installation of these units. John Lowe is reluctant to touch what the Environmental Protection Agencies won't touch. Maybe this should be incorporated into the nuisance portion of the Zoning Ordinance. Sally Elimger said that it can be regulated under nuisance in a general ordinance or zoning ordinance. The ordinance would address no treated wood can be used, setbacks, smokestacks higher than your neighbors roof and require yearly inspections. Even if the EPA is side stepping the issue that doesn't mean Marion Township has to avoid the issue.

Discussion ensued as to whether it should be a general ordinance or a zoning ordinance. The Planning Commission members decided to ask the Board of Trustees for direction on which way to go.

Jean Root motioned to send Outdoor Furnaces to the Board of Trustees for direction as to whether this should be a general or zoning ordinance. Jim Murray seconded. **Motion carried 5-0.**

#### **Discussion on Article XV Signs –**

##### **15.04 W Promo job site sign &**

##### **15.5 & 15.6 C Home Occupation sign requirements**

##### **Section 3.02 Definition of Signs**

Annette McNamara summarized the Livingston County Planning Commissions comments and told them the following changes were made.

The home occupation wall signs and freestanding signs were separated to clarify that only one of the signs is allowed.

Section 15.04 – When a waiver is issued then Annette McNamara will send a letter stating if a sign is placed in the yard it is to be removed within thirty days of the date on the letter.

Bob Hanvey would still like to see the setback for home occupation freestanding signs reduced.

Discussion ensued and the remainder of the Planning Commission would like to keep the language as is.

Sally Elimger told the Commissioners that the language is progressive compared to other communities she has worked with. If by chance the topography impedes the view of the sign a variance can be requested.

Jean Root motioned to send Article XV Signs, Sections 15.04, 15.05, 15.06 and Section 3.02 Definitions to the Board of Trustees for final review and approval/denial. Jim Murray seconded. **Motion Carried 5-0.**

#### **NEW BUSINESS**

#### **Proposed General Ordinance Creating a Planning Commission under PA 33 of 2008 Planning**

##### **Enabling Act (as amended)**

Because Marion Township's Planning Commission was created through a resolution, it must be recreated and adopted through a general ordinance.

Mike Kehoe comments in a letter dated February 8, 2011 were discussed.

Jean Root noted that on page one it states there are seven Planning Commission members. Annette McNamara will change that to five.

Bob noted that Section 9 requires the Planning Commission Secretary to send an annual report to the Board of Trustees. Jean Root does not need to do a monthly report any longer.

Annette McNamara will have to check on Mike Kehoe's comments regarding Section 13 and the public hearing requirements before this is sent to the Board of Trustees.

Jean Root motioned to send the General Ordinance creating the Planning Commission to the Board of Trustees. Jerry Sidlar seconded. **Motion carried 5-0.**

##### **Annual Organizational Meeting**

Jean Root nominated John Lowe for Planning Commission Chair. Jim Murray seconded. **Roll Call; Jim Murray – yes, Jean Root – yes, Bob Hanvey – yes, Jerry Sidlar – yes. Motion carried 4-0. John Lowe abstained.**

Jim Murray nominated Jean Root for Planning Commission Secretary. Bob Hanvey seconded. **Roll Call; Jim Murray – yes, John Lowe – yes, Bob Hanvey – yes, Jerry Sidlar – yes. Motion carried 4-0. Jean Root abstained.**

Jean Root nominated Jerry Sidlar for Planning Commission Co-Chair. Jim Murray seconded. **Roll Call; Jim Murray – yes, Jean Root – yes, Bob Hanvey – yes, John Lowe – yes. Motion carried 4-0. Jerry Sidlar abstained.**

**CALL TO THE PUBLIC**

None heard.

**ADJOURNMENT**

Jean Root motioned to adjourn the meeting at 9:15 p.m. Jim Murray seconded. **Motion Carried 5-0.**

**PLANNING COMMISSION  
MARCH 22, 2011 @ 7:30 P.M.**

- MEMBERS PRESENT:** JERRY SIDLAR, VICE-CHAIR  
JIM MURRAY  
BOB HANVEY
- MEMBERS ABSENT:** JOHN LOWE, CHAIRPERSON  
JEAN ROOT, SECRETARY
- OTHERS PRESENT:** ANNETTE MCNAMARA, ZONING ADMINISTRATOR  
JOHN L. ENOS, CARLISLE/WORTMAN & ASSOCIATES

\*\*\*\*\*

**CALL TO ORDER**

Jerry Sidlar called the meeting to order at 7:30 p.m.

**PLEDGE OF ALLEGIENCE**

**APPROVAL OF AGENDA**

Bob Hanvey motioned to approve the March 22, 2011 regular meeting agenda. Jim Murray seconded. **Motion Carried 3-0.**

**INTRODUCTION OF MEMBERS**

The members of the Planning Commission introduced themselves. John Lowe and Jean Root were absent.

**CALL TO THE PUBLIC**

Jerry Sidlar opened the call to the public.

There was no response.

Jerry Sidlar closed the call to the public.

**APPROVAL OF MINUTES**

**February 22, 2011 Regular Meeting minutes**

Jerry Sidlar questioned Sally Elmiger comments on Outdoor Furnaces, first paragraph on page 2. John Enos clarified what he thought Sally meant, being that a zoning ordinance can list site requirements or the language can be placed in a general ordinance. Bob Hanvey motioned to approve the February 22, 2011 regular minutes as amended. Jim Murray seconded. **Motion Carried 3-0.**

**OLD BUSINESS**

**Proposed Zoning Ordinance requirements for Outdoor Furnaces**

Jerry Sidlar noted the Board of Trustees request to drop proposed text for outdoor furnaces and amend nuisance text to regulate Outdoor Furnaces. Jerry Sidlar feels this is not being pro-active and would like the Board of Trustees to reconsider. He will put together information for the Board of Trustees for their review at an upcoming meeting.

Jim Murray said he attended the last Board of Trustees meeting when this agenda item was discussed. He said there have not been any problems/complaints yet. When a complaint is made there will not be any regulations to fall back on. Jim Murray agrees with Jerry Sidlar, there should be some kind of regulations.

Bob Hanvey said most of the one acre lots are within subdivision and the by-laws would prohibit outdoor furnaces.

Jim Murray responded if the homeowners association doesn't have the money to take the resident to court then the outdoor furnace stays.

Les Andersen said he was the only Board member that wants to see regulations.

Jim Murray motioned to ask the Board of Trustees to reconsider proposed text for Outdoor Furnaces; Jerry Sidlar to provide information for an upcoming Board of Trustees meeting. Bob Hanvey seconded. **Motion carried 3-0.**

**NEW BUSINESS**

**MHOG Water Tower review of Special Use Permit submittal – Tax ID# 4710-11-200-018 – east of Peavy Road – west of HomeTown Village of Marion – south of The Meadows Condominium**

Tesha Humphriss summarized the history of MHOG. The proposed water tank and booster pump will help delivery; at this point the wells are producing more water than the plant can deliver.

Gary Markstrom, Tetra Tech presented the site plan and told the Commissioners that the plans are being revised to reflect the review comments. He will also bring to the public hearing elevation renderings of the proposed tank from different vantage points.

Bob Hanvey read the list of comments made via a phone call from the Planning Commission Chair, John Lowe.

- 1) Driveway clear vision area to be shown on site plan
- 2) Wasn't the driveway to be placed in another spot along Peavy Road?
- 3) Co-location of a wireless communication antenna
- 4) Show the increased size of the detention pond on revised plans
- 5) Use spoils from proposed driveway to create a berm along Peavy Road

Tesha Humphriss and Gary Markstrom replied with the following.

- 1) Clear vision area will be shown on revised plans
- 2) Originally the drive was proposed in a different spot, which has changed
- 3) MHOG will not allow a wireless communication antenna as this creates an additional maintenance burden. This could be addressed in the easement agreement with Marion Township
- 4) The increased size of detention pond will be show on revised plans
- 5) Spoils from the road construction will be used to create a berm on both sides of the gate in an attempt to keep people other than maintenance staff from using it for ingress/egress

Jerry Sidlar asked the Commissioners if they had any other questions or comments.

The Commissioners said no.

Jerry Sidlar motioned to hold a public hearing at the April 26, 2011 meeting for the MHOG elevated water storage tank located on the east side of Peavy Road and west of Pinckney Road, SUP #01-11, Tax ID#4710-11-200-018.

Bob Hanvey seconded. **Motion carried 3-0.**

**MHOG Booster Pump Site Plan Review SPR# 01-11 – amendment to an approved site plan – Tax ID# 4710-04-400-007 – west end of Sanitorium Road**

Gary Markstrom presented the site plan for the booster pump station to be located on the Sanitorium Road site. The pump station will be located within a 30' X 50' block building; the building will be painted in natural colors. The building will be fenced in and hard surfacing will be installed in front of the building. A septic field will be installed so the building can have bathroom facilities for the employee. The detention pond will be enlarged and additional trees will be planted for buffering. The dead trees that had been planted previously will be replaced. John Enos told the applicants that Carlisle/Wortman Associates, Inc. has recommended approval contingent on review comments being addressed.

Jerry Sidlar motioned to recommend approval for the MHOG booster pump station amendment to existing site plan, SPR#01-11, Tax ID# 4710-04-400-007; conditioned on reviews from Carlisle/Wortman Associates, Inc., Orchard, Hiltz & McCliment, Inc., Livingston County Drain Commissioner, Livingston County Road Commission comments are addressed. Jim Murray seconded. **Motion carried 3-0.**

**Proposed Text Amendment – Article VI General Provisions – Section 6.14 Home Occupation Class I subsection L sign requirements**

Annette McNamara told the Commissioners that the signage language in Sections 6.14 Home Occupation Class I and 17.32 Home Occupation Class II were missed when Article XV Signs was amended.

The Planning Commission members and John Enos agreed these are minor amendments; there will be no change in content. This and can be done without going through the typical amendment process.

Jerry Sidlar motioned that have Annette McNamara make the changes to Sections 6.14 Home Occupation Class I and 17.32 Home Occupation Class II. Jim Murray seconded. **Motion carried 3-0.**

**Proposed Text Amendment – Article VI General Provisions – Section 6.07 Accessory Uses and Structures**

Annette McNamara summarized the reason for requesting the increase in accessory structure size on smaller lots. John Enos noted that this is a fair and reasonable request. The Planning Commission members had no comments.

Jerry Sidlar motioned to hold a public hearing at the April 26, 2011 meeting for Article VI, Section 6.07 Accessory Uses and Structures. Jim Murray seconded. **Motion carried 3-0.**

**CALL TO THE PUBLIC**

Bob Hanvey asked the Commissioners if any of them had looked at the Planning Commission package he put on the Township website.

They answered no.

Bob Hanvey asked John Enos how many of his clients put the packages on their websites.

John Enos answered none.

**ADJOURNMENT**

Jerry Sidlar motioned to adjourn the meeting at 8:10 p.m. Jim Murray seconded. **Motion Carried 3-0.**

**PLANNING COMMISSION  
APRIL 26, 2011 @ 7:30 P.M.**

**MEMBERS PRESENT:** JOHN LOWE, CHAIRPERSON  
JERRY SIDLAR, VICE-CHAIR  
JEAN ROOT, SECRETARY  
JIM MURRAY  
BOB HANVEY

**MEMBERS ABSENT:** NONE

**OTHERS PRESENT:** ANNETTE MCNAMARA, ZONING ADMINISTRATOR  
JOHN L. ENOS, CARLISLE/WORTMAN & ASSOCIATES

\*\*\*\*\*

**CALL TO ORDER**

John Lowe called the meeting to order at 7:30 p.m.

**PLEDGE OF ALLEGIENCE**

**APPROVAL OF AGENDA**

Bob Hanvey motioned to approve the April 26, 2011 regular meeting agenda. Jim Murray seconded. **Motion Carried 5-0.**

**INTRODUCTION OF MEMBERS**

The members of the Planning Commission introduced themselves.

**CALL TO THE PUBLIC**

John Lowe opened the call to the public.

There was no response.

John Lowe closed the call to the public.

**APPROVAL OF MINUTES**

**March 22, 2011 Regular Meeting minutes**

Bob Hanvey noted a change on page 2, New Business MHOG Water Tower Special Use Permit review, Tesha Humphriss comment in the second sentence should read; 'at this point the wells are able to produce more water than the plant can deliver.' Bob Hanvey motioned to approve the March 22, 2011 regular minutes as amended. Jim Murray seconded. **Motion Carried 3-0.** John Lowe and Jean Root abstained.

**OLD BUSINESS**

**PUBLIC HEARING #1:**

**MHOG Water Tower review of Special Use Permit submittal – Tax ID# 4710-11-200-018 – east of Peavy Road – west of HomeTown Village of Marion – south of The Meadows Condominium**

Tesha Humphriss gave a history of MHOG and showed a map of the areas served by the pipes in the ground and gave the problems with distribution of water. She noted, that if approved, it will be over two years before the tank is up and functioning

Gary Markstrom discussed the details of the site plan. He brought elevation drawings and placed them around the room for the public to look at. The elevations are depictions of how the water tank will look from different vantage points.

John Lowe asked John Enos to comment on the project.

John Enos summarized his review and special uses. Carlisle/Wortman Associates, Inc. is recommending approval contingent on the Township Engineer and Livingston County Drain Commissioners (LCDC) approval.

John Lowe asked if the pipe between the tower and the connection point to the east would be installed by directional boring. Both the HomeTown site plan and Meadows West site plan have landscape buffering setbacks

and he does not want to see that disturbed. John Lowe is concerned that the emergency spillway is directed north towards a property that has been approved for development.

Gary Markstrom noted that soil borings revealed sandy soil that is the best for drainage. The operators can control the draining rate of the tank. They changed the detention pond to a retention pond that is sized for ½ the water in the tank. Gary Markstrom said in the areas where saving trees is a concern, directional boring can be done and in other areas it could be open cut. He also noted that a 50' easement would help to save trees. John Lowe is concerned with the salability of the lots after the tower is up and wants appropriate buffering. John Enos would like to see screening of the compound area between the fencing and greenbelt area. Screening would consist of 6' evergreens.

There are heritage oaks along Peavy Road that are to be removed for the clear vision area, John Lowe asked if it would be possible to request a variance from the Livingston County Road Commission (LCRC) clear vision area standards.

Gary Markstrom agreed to look into that.

John Lowe opened the call to the public.

Mitch Harris, 211 N. First Street, Brighton; he owns the property to the north that has been approved for 54 attached condominiums and is concerned with the emergency spillway directed toward the development. He is also concerned the property will be devaluated with the tank installation, can the tank be moved to the south west corner of the property? He asked what the elevation difference is between the tank and his property.

Gary Markstrom said the emergency spillway is just that, an option used only in emergencies. The sandy soil will take up any water and the retention pond is sized for many 100 year storms back to back. As for the elevation difference, the property to the north is approximately 20' lower than the base of the tower.

Carol Schmitz, 298 Merrimack; she is concerned with her view; she will be looking at the tower, disturbance of property during pipe installation, oaks being removed, construction traffic route, potential of future development once the tower is in place and devaluation of her property.

Gary Markstrom answered; it doesn't prevent development of property. As for the construction traffic, the route will be designated as south on Pinckney Road, west on Keddle and north on Peavy Road.

Rodney Dubay, 187 Merrimack; asked how many sites were evaluated and what type of compensation will Marion Township provide for the residents of HomeTown.

Tesha Humphriss answered; three sites, 1<sup>st</sup> - Grand River and Lucy Road, 2<sup>nd</sup> - Pinckney Road and Schroeder Park Drive and 3<sup>rd</sup> - HomeTown.

Mitch Harris, 211 N. First Street, Brighton; suggested moving the tower to the southwest corner to save money, shorter driveway and existing pond can be used for detention pond. He feels the residents are taking the brunt of the impact.

John Lowe said putting the tower in the south west corner wouldn't have less of an impact HomeTown residents. As for saving money by moving the tower to the south west corner, the pond on the property is there because the water cannot drain, the soil is not permeable.

Ted Cole, 1502 Peavy Road; he is impacted more than the property owners in the developments to the east. He suggested using a lower tank. He is concerned with the impact of construction traffic on Peavy Road, can the road be upgraded?

Gary Markstrom said the construction traffic impact will be addressed. If the road is upgraded it would have to meet current standards.

Michael Davidson, 167 Merrimack; he has the same concerns as the rest of the residents.

William Patton, 1193 Portsmouth; concerned with reasons for choosing this site.

John Lowe closed the call to the public.

John Lowe asked if the Planning Commission members had any comments or questions. No response.

## **PUBLIC HEARING #2:**

### **Proposed Text Amendment – Article VI General Provisions – Section 6.07 Accessory Uses and Structures**

John Enos explained to the Planning Commission members reasoning behind the proposed amendments. The Planning Commission members had no additional comments.

John Lowe opened the call to the public.

No response.

John Lowe closed the call to the public.

**OLD BUSINESS:**

**MHOG Water Tower review of Special Use Permit submittal – Tax ID# 4710-11-200-018 – east of Peavy Road – west of HomeTown Village of Marion – south of The Meadows Condominium**

Jean Root is concerned with the Board of Trustees getting approved Planning Commission minutes.

John Lowe asked about cellular antenna co-location agreements.

Tesha Humphriss said this will be included in the agreement, MHOG prefers to not allow co-locations as they are additional maintenance.

Jean Root motioned to recommend approval to the Board of Trustees of MHOG Water Tower Special Use Permit# 01-11 – Tax ID# 4710-11-200-018.

1. Be harmonious with and in accordance with the general principles and objectives of the Comprehensive Plan of the Township. ***It is the opinion of the Planning Commission this special use meets the Marion Township Comprehensive Plan and this is in the greater good of Marion Township and residents.***
2. Be designed, constructed, operated and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such a use will not change the essential character of the area in which it is proposed. ***It is the opinion of the Planning Commission this special use addresses all issues and is harmonious and appropriate.***
3. Not be hazardous or disturbing of existing or future uses in the same general vicinity and will substantially improve property in the immediate vicinity and in the community as a whole. ***It is the opinion of the Planning Commission this special use serves the water needs of HomeTown residents and adjacent property owners.***
4. Be served adequately by essential public facilities and services, such as highways, streets, police, fire protection, drainage structures, refuse disposal, water and sewage facilities and schools. ***It is the opinion of the Planning Commission this special use serves the needs based on the Site Plan.***
5. Not involve uses, activities, processes, materials and equipment or conditions of operation that will be detrimental to any person, property or general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors. ***It is the opinion of the Planning Commission serves the needs of this item.***
6. Meet the intent and purpose of the zoning regulations; be related to the standards established in the ordinance for the land use or activity under consideration; and will be in compliance with these standards. ***It is the opinion of the Planning Commission this special use will meet Zoning Ordinance requirements as required by Marion Township.***
7. Ensure that landscaping shall be preserved in its natural state, insofar as practical, by minimizing tree and soil removal, and by topographic modification, which result in maximum harmony with adjacent areas. ***It is the opinion of the Planning Commission this special use with the conditions discussed will meet this requirement.***
8. Ensure that special attention shall be given to proper site surface drainage so that removal of storm waters will not adversely affect neighboring properties. ***It is the opinion of the Planning Commission this special use by virtue of soil borings meets this item.***
9. Ensure that all exterior lighting shall be so arranged that it is deflected away from adjacent properties and so that its does not impede the vision of traffic along adjacent streets. Flashing or intermittent lights shall not be permitted. ***It is the opinion of the Planning Commission this special use has no lighting on the structure, other than State and Federal require lighting.***
10. Meet the site plan review requirement of Article XVIII. ***It is the opinion of the Planning Commission this special use will meet Article XVIII requirements when approved.***
11. Conform to all applicable state and federal requirements for that use. ***It is the opinion of the Planning Commission this special use conforms.***
  - Include comments from the Planning Commission Public Hearing
  - Include letter from applicant dated April 4, 2011
  - Include written response from the LCDC

Jim Murray seconded. **Roll Call; Jim Murray yes, Jean Root yes, John Lowe yes, Bob Hanvey yes, Jerry Sidlar yes. Motion Carried 5-0.**

Jean Root motioned to recommend approval to the Board of Trustees of MHOG Water Tower Site Plan #01-11 – Tax ID# 4710-11-200-018 dated April 4, 2011 with the following attachments/conditions.

- Applicant letter dated April 4, 2011
- Include written response from the LCDC
- Keep as much vegetation as possible along north and west property line by directional boring
- Increase easement between 30' and 50'
- Evergreen screening around compound area, 6' evergreens
- Agreement to correct any construction traffic damage to Peavy Road
- Attempt to save heritage Oaks along the western property line

Jim Murray seconded. **Roll Call; Jim Murray yes, Jean Root yes, John Lowe yes, Bob Hanvey yes, Jerry Sidlar yes. Motion Carried 5-0.**

**Proposed Text Amendment – Article VI General Provisions – Section 6.07 Accessory Uses and Structures**

Jean Root motioned to send the proposed amendments to Section 6.07 Accessory Uses and Structures to the Board of Trustees for preliminary review. If no significant comments are made by the Board of Trustees, Annette McNamara is to send it to Livingston County Department of Planning for review and comment. Jerry Sidlar seconded. **Motion carried 5-0.**

**Proposed Zoning Ordinance requirements for Outdoor Furnaces**

John Lowe explained that Jerry Sidlar had approached the Board of Trustees and asked them to reconsider adopting language to regulate. John Lowe asked the Planning Commission members to review the suggested text and be prepared to make comments at the next regularly scheduled meeting.

Jean Root motioned to postpone discussion on Outdoor Furnaces to the May 24, 2011 Planning Commission meeting. **Motion carried 5-0.**

**NEW BUSINESS:**

**Planning Commission Rules and Procedures amendments to comply with Planning Commission General Ordinance**

The proposed amendments are a result of the re-creation of the Planning Commission by General Ordinance. The proposed changes have been reviewed by Mike Kehoe and his comments are in the margins.

Jean Root motioned to adopt the amendments to the Planning Commission Rules and Procedures. Jim Murray seconded. **Motion carried 5-0.**

**CALL TO THE PUBLIC**

John Lowe opened the call to the public.

Annette McNamara noted the City of Howell has contacted Marion Township to set up a Joint Planning Commission meeting.

John Lowe suggested some time in mid June 2011.

**ADJOURNMENT**

Jerry Sidlar motioned to adjourn the meeting at 9:20 p.m. Jean Root seconded. **Motion Carried 5-0.**

**PLANNING COMMISSION  
MAY 24, 2011 @ 7:30 P.M.**

**MEMBERS PRESENT:** JOHN LOWE, CHAIRPERSON  
JERRY SIDLAR, VICE-CHAIR  
JEAN ROOT, SECRETARY  
JIM MURRAY  
BOB HANVEY

**MEMBERS ABSENT:** NONE

**OTHERS PRESENT:** ANNETTE MCNAMARA, ZONING ADMINISTRATOR  
JOHN L. ENOS, CARLISLE/WORTMAN & ASSOCIATES

\*\*\*\*\*

**CALL TO ORDER**

John Lowe called the meeting to order at 7:35 p.m.

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF AGENDA**

Jean Root motioned to approve the May 24, 2011 regular meeting agenda. Jerry Sidlar seconded.

**Motion Carried 5-0.**

## **INTRODUCTION OF MEMBERS**

The members of the Planning Commission introduced themselves. All were present.

## **CALL TO THE PUBLIC**

John Lowe opened the call to the public.

There was no response.

John Lowe closed the call to the public.

## **APPROVAL OF MINUTES**

### **April 26, 2011 Regular Meeting & Public Hearing minutes**

Jean Root noted in the last call to the public; she volunteered to attend the Joint Planning Commission Meeting with the City of Howell Planning Commission if John Lowe wasn't available. Jean Root motioned to approve the April 26, 2011 regular meeting & public hearing minutes as amended. Jim Murray seconded.

**Motion Carried 5-0.**

### **OLD BUSINESS - Proposed Zoning Ordinance requirements for Outdoor Wood Furnaces**

The Planning Commission members reviewed the two examples of proposed text to regulate Outdoor Wood Furnaces. They agreed to use the more abbreviated version of the two documents which was copied from the Putnam Township Zoning Ordinance with the following changes.

- 1) Add to the opening paragraph; land use permit is required
- 2) Item #1 – keep
- 3) Item #2 – delete in its entirety
- 4) Item #3 – keep and consider reducing the 100' property line setback to 75' or 50'
- 5) Item #4 – keep and add side yard
- 6) Item #5 – delete in its entirety
- 7) Item #6 – delete in its entirety
- 8) Item #7 – keep
- 9) Add these three requirements as Item(s) # 8, 9 & 10
  - a. The boiler or furnace shall be for the purpose of heating a dwelling and/or accessory structure on the same lot or parcel
  - b. The outdoor wood fired boiler or furnace shall not be used to burn refuse, leaves, green vegetative matter or noxious plants
  - c. Read and follow all operating instructions supplied by the manufacturer
- 10) Add a definition to Section 3.02

The Planning Commissioners discussed how the yard placement issue would be handled on lake front lots. The Zoning Ordinance designates the rear yard on lake front lots between the principal structure and the road. They also discussed the height requirements for the stack. All agreed that these issues would be handled on a case by case basis. If the smoke from the stack became a valid nuisance for a neighbor, Marion Township can require that the height of the stack can be increased.

Jean Root motioned to table Outdoor Wood Furnaces to the next regularly meeting. A clean copy to be submitted per tonight's discussion. Jerry Sidlar seconded. **Motion carried 5-0.**

## **NEW BUSINESS:**

### **Discussion – Adding Agricultural Uses to Suburban Residential & Urban Residential**

Annette McNamara told the Planning Commission members that due to the lack of residential development and abandoned developments there are large parcels in the Suburban Residential and Urban Residential Districts that can be farmed. Local farmers have expressed an interest in farming these parcels.

Discussion ensued and the Planning Commission members agreed to add this as a use permitted by right in the Suburban Residential District, yet they felt the Urban Residential District is too dense.

Jean Root motioned to hold a public hearing on June 28, 2011 @ 7:30 p.m. adding agricultural uses to the Suburban Residential District. Jerry Sidlar seconded. **Motion carried 5-0.**

### **Discussion – Land Divisions creating non-conforming structures**

Marion Township has to make a decision whether to allow or not allow the creation of legally non-conforming accessory structures when approving land divisions. Marion Township's past policy has been to approve land divisions that created non-conforming accessory structures as the Township Attorney has said that the only reason Marion Township can deny a land division application is if the acreage and road frontage requirements aren't met. The Land Division General Ordinance or the Zoning Ordinance has to be amended to include allowing this or not.

Discussion ensued regarding Section 19.02 and creating non-conformities within Marion Township. The Planning Commissioners would like Mike Kehoe, Township Attorney to comment on this issue.

Jean Root motioned to table the Land Division/Non-conforming structures until the Zoning Administrator has gathered information from the Township Attorney, Mike Kehoe. Jim Murray seconded. **Motion carried 5-0.**

**Discussion – Section 6.27 Wellhead Protection Area possible preemption by NREPA**

John Enos summarized the State of Michigan Court of Appeals agreement with the lower court regarding Section 6.27 Wellhead Protection Area pre-emption by Natural Resources Environmental Protection Act.

John Lowe said that when the language was drafted they all knew it could be pre-empted by the State of Michigan and agreed to adopt the text anyway.

Bob Hanvey would like Mike Kehoe to comment on what Marion Township should do if another developer wants to place a community wastewater treatment plant within the wellhead protection area, can the Township say no?

Jean Root motioned to table Section 6.27 until additional information is gathered from Mike Kehoe. Jerry Sidlar seconded. **Motion carried 5-0.**

**CALL TO THE PUBLIC**

John Lowe opened the call to the public.

Scott Lloyd, 5717 Pingree Road – Mr. Lloyd would like the Planning Commission members to reconsider the 100' property line setback, Item #3, Outdoor Wood Furnaces. He thinks a 50' or 75' setback is more reasonable.

Discussion ensued and Annette suggested adding the 50' or 75' in parenthesis under item #3 for the Planning Commission members to consider at the June meeting.

John Lowe would like to make the Commissioners aware of a memo he sent to the Board of Trustees regarding the potential removal of heritage oaks along Peavy Road when reviewing the site distance for the service entrance to the elevated storage tank. John Lowe asked in the memo that the Board of Trustees considers asking Marion Howell Oceola and Genoa Water Authority for a 4 to 1 replacement for every oak removed.

Bob Hanvey commented that the property is owned by Marion Township. The property extends to the centerline of Peavy Road. This means Marion Township will have additional leverage when asking the Livingston County Road Commission and project engineers to keep the heritage oaks in place.

**ADJOURNMENT**

Jean Root motioned to adjourn the meeting at 9:10 p.m. Jim Murray seconded. **Motion Carried 5-0.**

**PLANNING COMMISSION  
JUNE 28, 2011 @ 7:30 P.M.**

**MEMBERS PRESENT:** JOHN LOWE, CHAIRPERSON  
JEAN ROOT, SECRETARY  
JIM MURRAY  
BOB HANVEY

**MEMBERS ABSENT:** JERRY SIDLAR, VICE-CHAIR

**OTHERS PRESENT:** ANNETTE MCNAMARA, ZONING ADMINISTRATOR

\*\*\*\*\*

**CALL TO ORDER**

John Lowe called the meeting to order at 7:38 p.m.

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF AGENDA**

Jean Root motioned to approve the June 28, 2011 regular meeting agenda. Jim Murray seconded. **Motion Carried 4-0.**

**INTRODUCTION OF MEMBERS**

The members of the Planning Commission introduced themselves. Jerry Sidlar was absent.

**CALL TO THE PUBLIC**

John Lowe opened the call to the public.

There was no response.

John Lowe closed the call to the public.

**APPROVAL OF MINUTES**

**May 24, 2011 Regular Meeting minutes**

Jean Root motioned to approve the May 24, 2011 regular meeting minutes as presented. Jim Murray seconded.

**Motion Carried 4-0.**

**PUBLIC HEARING #1:**

**Proposed text amendment add Agricultural Uses to Suburban Residential**

John Lowe opened the call to the public.

Jean Root is concerned with allowing 200 animals in the Suburban Residential (SR) District.

Les Andersen, Jewell Road ; There are three parcels within the SR district that are over 80 acres. He would like to see agriculture allowed in that district.

John Lowe closed the call to the public.

**OLD BUSINESS:**

**Proposed Text Amendment – Article VI General Provisions – Section 6.07 Accessory Uses and Structures**

Jean Root motioned to send Section 6.07 Accessory Uses and Structures to the Board of Trustees for review and approval/denial. Jim Murray seconded. **Motion carried 4-0.**

**Proposed Zoning Ordinance requirements for Outdoor Furnaces**

The Planning Commission members would like to see the following changes.

- 1) From definitions; remove 'boiler, stove or similar device' and replace with Outdoor Furnaces
- 2) Delete item #5 from proposed Section 6.32 and renumber items 6 and 7 accordingly

Jean Root would like to table this agenda item until Jerry Sidlar is present.

Jean Root motioned to table Outdoor Furnace to the next regularly scheduled meeting. Jim Murray seconded.

**Motion carried 4-0.**

**Proposed Text Amendment - Adding Agricultural Uses to Suburban Residential**

Jean Root would like Mike Kehoe and John Enos to comment on the proposed amendments. She is not comfortable with allowing 200 animals in the SR district and would like to know if allowing agricultural crop operations and no animal operations is legal.

Jim Murray is concerned it may not be legal.

Annette McNamara noted Section 6.02 allows animals in the Rural Residential (RR) and SR districts. A resident with a smaller parcel may not be able to meet the setbacks for structures to house the animals. She has done the math and a three acre parcel would meet the setbacks under perfect conditions.

Bob Harvey would like comments from the Attorney and Planner regarding allowing agricultural uses within the Urban Residential (UR) District.

There are agricultural operations within the SR district now and they are considered legally non-conforming.

The Planning Commission members would like to see the following changes to the text;

- 1) 8.02 B # 5 to read; Agricultural crop operations
- 2) 8.02 C #3 a & b; Delete all text

Jean Root motioned to table Section 8.02 B & C to the July 26, 2011 meeting. Annette McNamara to make amendments to the text and send to Mike Kehoe and John Enos for review and comment along with the questions asked during the public hearing and regular meeting. Jim Murray seconded. **Motion carried 4-0.**

**NEW BUSINESS**

**Proposed Text Amendment – Section 8.02 E #10 – Adding Commercial**

It has come to the Zoning Administrator's attention that the word 'commercial' needs to be added to item #10 in Section 8.02 E #10.

Jean Root motioned to hold a public hearing for Section 8.02 E #10 at the July 26, 2011 meeting. Jim Murray seconded. **Motion carried 4-0.**

**CALL TO THE PUBLIC**

John Lowe opened the call to the public.

Jean Root suggested canceling the August 23, 2011 meeting if there is no pressing business.

John Lowe closed the call to the public.

**ADJOURNMENT**

Jean Root motioned to adjourn the meeting at 8:30 p.m. Jim Murray seconded. **Motion Carried 4-0.**

**PLANNING COMMISSION  
JULY 26, 2011 @ 7:30 P.M.**

**MEMBERS PRESENT:** JOHN LOWE, CHAIRPERSON  
JEAN ROOT, SECRETARY  
JERRY SIDLAR, VICE-CHAIR  
BOB HANVEY

**MEMBERS ABSENT:** JIM MURRAY

**OTHERS PRESENT:** ANNETTE MCNAMARA, ZONING ADMINISTRATOR

\*\*\*\*\*

**CALL TO ORDER**

John Lowe called the meeting to order at 7:30 p.m.

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF AGENDA**

Bob Hanvey asked to have discussion on the State of Michigan Dashboard mandated for municipalities placed under new business.

Jean Root asked to have discussion on cancellation of the August meeting placed under new business.

Jean Root motioned to approve the July 26, 2011 public hearing and regular meeting agenda as amended. Jerry Sidlar seconded. **Motion Carried 4-0.**

**INTRODUCTION OF MEMBERS**

The members of the Planning Commission introduced themselves. Jim Murray was absent.

**CALL TO THE PUBLIC**

John Lowe opened the call to the public.

There was no response.

John Lowe closed the call to the public.

**APPROVAL OF MINUTES**

**June 28, 2011 Regular Meeting & Public Hearing minutes**

Jean Root motioned to approve the June 28, 2011 regular meeting and public hearing minutes as presented.

Jerry Sidlar seconded. **Motion Carried 4-0.**

**PUBLIC HEARING #1:**

**Proposed Text Amendment – Section 8.02 E #10 – Adding Commercial**

John Lowe opened the call to the public.

No response from the public.

John Lowe closed the call to the public.

**OLD BUSINESS:**

**Proposed Zoning Ordinance requirements for Outdoor Furnaces**

The Planning Commission members reviewed the changes requested at the June 26, 2011 meeting.

John Lowe called the Canadian Agency that certifies Outdoor Furnaces to find out what procedures/methods are used for testing. The man who runs the department will return his call. Jack asked if a requirement regarding prevailing winds should be included in the text. John Enos said that item #4 would take care of any problems.

Jean Root asked what is done with the ashes from the furnaces.

Jerry Sidlar said some put the ashes in their gardens. John Lowe said the ashes can be put in the trash.

The Planning Commission members requested the following change.

1) Delete the second sentence from the definition

Jean Root motioned to send the proposed text for Outdoor Furnace to the Board of Trustees for review and comment, and then return to the Planning Commission. Jerry Sidlar seconded. **Motion carried 4-0.**

**Proposed Text Amendment – Section 8.02 E #10 – Adding Commercial**

Jean Root noted that this is more of a housekeeping amendment than a change of intent.

The Planning Commission agreed there is no need to send this to the Livingston County Department of Planning.

Jean Root motioned to send Section 8.02 E #10 adding the word 'Commercial' to the Board of Trustees for review and approval. Jerry Sidlar seconded. **Motion carried 4-0.**

**Proposed Text Amendment - Adding Agricultural Uses to Suburban Residential**

The Planning Commission members discussed Mike Kehoe's letter dated July 18, 2011.

The Planning Commission members would like to see the following changes to the text;

1) Delete the word 'Agricultural' and keep 'Crop Operations'

2) Add language to the intent section of 8.02 Suburban Residential

Jean Root motioned to send Section 8.02 A-Intent and 8.02 B #5 to the Board of Trustees for preliminary review

and comment, and then return to the Planning Commission. Jerry Sidlar seconded. **Motion carried 4-0.**

**Discussion – Land Divisions creating non-conforming structures**

The Planning Commission members discussed Mike Kehoe’s letter dated July 18, 2011.

John Enos felt the Land Division Act covers this.

Bob Hanvey said there is language for platted subdivision yet nothing to cover meets and bounds parcels. He summarized a scenario of a resident that divided a parcel and the resulting parcel had 4 feet of a barn built on the parent parcel. Bob Hanvey feels the intent of the Land Division Act is to give municipalities the authority to maintain the integrity of zoning.

The Planning Commission members agreed to have John Enos and Annette McNamara discuss this with Mike Kehoe.

Jean Root motioned to table discussion on creating non-conformities with land divisions to the next regularly meeting. Jerry Sidlar seconded. **Motion carried 4-0.**

**Discussion – Section 6.27 Wellhead Protection Area possible preemption by NREPA**

The Planning Commission members discussed Mike Kehoe’s letter dated July 14, 2011 and agreed to leave Section 6.27 as is.

Jean Root motioned no action taken at this time. Jerry Sidlar seconded. **Motion carried 4-0.**

**NEW BUSINESS**

**Dashboard mandate**

Bob Hanvey gave a synopsis of the dashboard mandate. The Planning Commission members discussed ideas for the dashboard.

**August 23, 2011 Planning Commission meeting**

The Planning Commission members discussed canceling the regularly scheduled August 23, 2011 meeting. All agreed that there is no pressing business and to cancel the meeting. The Planning Commission will meet next on September 27, 2011.

**CALL TO THE PUBLIC**

John Lowe opened the call to the public.

No response.

John Lowe closed the call to the public.

**ADJOURNMENT**

Jean Root motioned to adjourn the meeting at 8:50 p.m. Jerry Sidlar seconded. **Motion Carried 4-0.**

**PLANNING COMMISSION  
SEPTEMBER 27, 2011 @ 7:30 P.M.**

**MEMBERS PRESENT:** JOHN LOWE, CHAIRPERSON  
JERRY SIDLAR, VICE-CHAIR  
JEAN ROOT, SECRETARY  
JIM MURRAY  
BOB HANVEY

**MEMBERS ABSENT:** NONE

**OTHERS PRESENT:** ANNETTE MCNAMARA, ZONING ADMINISTRATOR  
SALLY ELMIGER, CARLISLE/WORTMAN & ASSOCIATES

\*\*\*\*\*

**CALL TO ORDER**

John Lowe called the meeting to order at 7:32 p.m.

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF AGENDA**

Jean Root motioned to approve the September 27, 2011 regular meeting. Jerry Sidlar seconded. **Motion Carried 5-0.**

**INTRODUCTION OF MEMBERS**

The members of the Planning Commission introduced themselves.

**CALL TO THE PUBLIC**

John Lowe opened the call to the public.

There was no response.

John Lowe closed the call to the public.

### **APPROVAL OF MINUTES**

#### **July 26, 2011 Regular and Public Hearing meeting minutes**

Jean Root motioned to approve the July 26, 2011 regular & public hearing meeting minutes as presented. Jerry Sidlar seconded. **Motion Carried 5-0.**

### **OLD BUSINESS:**

#### **Proposed Zoning Ordinance requirements for Outdoor Furnaces**

The Board of Trustees reviewed the changes requested by the Planning Commission members at their June 26, 2011 meeting and asked that the distance from the lot line be reduced to 50'.

Jean Root questioned reducing the distance to 50'. She has reviewed the Zoning Ordinance for other uses that may create a nuisance, such as private stables and hobby kennels; these uses have increased setback requirements. She would like to see the setback increased.

Discussion on the Planning Commission being a recommending body and the Board of Trustees being an approving body, it is best to go with the Board of Trustees request.

Jerry Sidlar and Jean Root would like to see the setback increased, yet if this is what will get the language adopted they will agree to 50'.

Jean Root motioned to send the proposed text for Outdoor Furnace to the Livingston County Department of Planning for review and comment, if no significant comments are made Annette McNamara is to forward to the Board of Trustees for final review and approval/denial. Jerry Sidlar seconded. **Motion carried 5-0.**

#### **Proposed Text Amendment - Adding Agricultural Uses to Suburban Residential**

The Board of Trustees was satisfied with the proposed text and had no comments.

Jean Root motioned to send Section 8.02 A-Intent, 8.02 B #5 to the Livingston County Department of Planning for review and comment, if no significant comments are made Annette McNamara is to forward to the Board of Trustees for final review and approval/denial. Jerry Sidlar seconded. **Motion carried 5-0.**

#### **Discussion – Land Divisions creating non-conforming structures**

John Enos and Annette McNamara met with Mike Kehoe, Township Attorney. Mike Kehoe noted language within the State of Michigan Land Division Act; that a land division shall be approved if it meets the frontage and area required by a township zoning ordinance. No other requirements for approval can be added by a township. Most townships have a statement within the application that states; approval of this land division doesn't guarantee approval of a land use permit.

The Planning Commission members discussed this agenda item and agreed with Mike Kehoe.

Bob Harvey noted a requirement in the General Ordinance for access via an easement. As Marion Township does not allow parcels to be created without road frontage the Planning Commission members would like Mike Kehoe and John Enos to look at the General Ordinance language.

Jean Root motioned to table this agenda item until Mike Kehoe and John Enos have reviewed the language for any potential conflicts with the Zoning Ordinance and request placement on the Planning Commission agenda.

Jerry Sidlar seconded. **Motion carried 5-0.**

### **NEW BUSINESS**

#### **Discussion – Allowing Clothing Donation Drop Boxes & review of language to regulate**

Planet Aid has approached Marion Township requesting permission to place their donation boxes within the Township. A box had been placed at Marion Retail Center and has since been removed.

After much discussion the Planning Commission members agreed to ask Mike Kehoe if an ordinance is necessary to deny these boxes or does the statement in the Zoning Ordinance which reads; what is not provided for is not allowed, enough.

Jean Root motioned to ask Mike Kehoe if Marion Township can deny donation boxes legally or if the statement in the Zoning Ordinance enough to deny the use. Jerry Sidlar seconded. **Motion carried 5-0.**

### **CALL TO THE PUBLIC**

John Lowe opened the call to the public.

Jean Root suggested canceling the October 25, 2011 meeting due to lack of agenda items. All Commissioners agreed. There was discussion of canceling the November and December meeting also.

Bob Harvey told the Planning Commission members there will be a site meeting at the Home Town/MHOG water tower site to tag trees for removal to meet the Livingston County Road Commission site distance standards.

Bob Harvey informed the Planning Commission members of mediation with the owner of Creature Comforts Dog Kennels. If a consent judgment is agreed upon Bob Harvey will bring it back to the Planning Commission.

Bob Hanvey told the Planning Commission members that the Livingston County Chapter of the Michigan Township Association is working on a standard land use permit to be by all municipalities within Livingston County. John Lowe closed the call to the public.

**ADJOURNMENT**

Jean Root motioned to adjourn the meeting at 8:45 p.m. Jerry Sidlar seconded. **Motion Carried 5-0.**

**PLANNING COMMISSION  
NOVEMBER 22, 2011 @ 7:30 P.M.**

**MEMBERS PRESENT:** JOHN LOWE, CHAIRPERSON  
JERRY SIDLAR, VICE-CHAIR  
JEAN ROOT, SECRETARY  
JIM MURRAY  
BOB HANVEY

**MEMBERS ABSENT:** NONE

**OTHERS PRESENT:** ANNETTE MCNAMARA, ZONING ADMINISTRATOR  
JOHN L. ENOS, CARLISLE/WORTMAN & ASSOCIATES

\*\*\*\*\*

**CALL TO ORDER**

John Lowe called the meeting to order at 7:32 p.m.

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF AGENDA**

Jean Root motioned to approve the November 22, 2011 regular meeting. Jerry Sidlar seconded. **Motion Carried 5-0.**

**INTRODUCTION OF MEMBERS**

The members of the Planning Commission introduced themselves. All were present.

**CALL TO THE PUBLIC**

John Lowe opened the call to the public.

There was no response.

John Lowe closed the call to the public.

**APPROVAL OF MINUTES**

**September 27, 2011 Regular meeting minutes**

Jean Root motioned to approve the September 27, 2011 regular meeting minutes as presented. Jerry Sidlar seconded. **Motion Carried 5-0.**

**OLD BUSINESS:**

**Discussion – Allowing Clothing Donation Drop Boxes & review of language to regulate**

The Planning Commission members referenced Mike Kehoe’s letter dated November 00, 2011.

John Lowe asked if there are other boxes in the Township.

Bob Hanvey said one at Pardiac Shell.

John Lowe is concerned with comments in Mike Kehoe’s letter, if Marion Township doesn’t ask that the box be removed; they may lose the ability to regulate.

Annette McNamara will contact the owner of the box and ask that it be removed.

No further action to be taken on this agenda item.

**NEW BUSINESS**

**Review letter to MHOG representatives, Tesha Humphriss, P.E. & Greg Tatara, Utility Director**

The Planning Commission members reviewed the letter and had no changes. All agreed to have John Lowe sign the letter and Annette McNamara mail.

Bob Hanvey suggested sending a thank you letter to Kim Hiller and Jodi Tedesco of the Livingston County Road Commission for their efforts to save the trees along Peavy Road . All agreed it is a good idea, Annette McNamara to put together letter for John Lowe to sign.

**Annual Organizational Meeting**

Jean Root nominated John Lowe for Planning Commission Chair. Jim Murray seconded. **Roll Call; Jim Murray – yes, Jean Root – yes, Bob Hanvey – yes, Jerry Sidlar – yes. Motion carried 4-0. John Lowe abstained.**

Jean Root nominated Jerry Sidlar for Planning Commission Co-Chair. Jim Murray seconded. **Roll Call; Jim Murray – yes, Jean Root – yes, Bob Hanvey – yes, John Lowe – yes. Motion carried 4-0. Jerry Sidlar abstained.**

Jerry Sidlar nominated Jean Root for Planning Commission Secretary. Jim Murray seconded. **Roll Call; Jim Murray – yes, John Lowe – yes, Bob Hanvey – yes, Jerry Sidlar – yes. Motion carried 4-0. Jean Root abstained.**

**CALL TO THE PUBLIC**

John Lowe opened the call to the public.

Bob Hanvey asked the Planning Commission members if they had any questions about SPARK.

John Lowe asked if Mike Kehoe had reviewed the contract.

Bob Hanvey said SPARK provided a copy of a contract and the Board of Trustees were not satisfied with the level of detail. The Board of Trustees requested a more specific contract and should have it by the December 8, 2011 Board meeting. If the Board of Trustees is satisfied they will ask Mike Kehoe to review it.

Jim Murray asked if the Board of Trustees has reappointed him and Jerry Sidlar.

Bob Hanvey said no and asked Annette McNamara to remind Tammy Beal to place it on the December 8, 2011 Board of Trustees agenda. Jim Murray and Jerry Sidlar will have to come to the Township Hall and be sworn in once they are reappointed.

John Lowe would like to cancel the December 20, 2011 and January 17, 2011 Planning Commission meetings. The other Commissioners agreed to it. Annette McNamara will ask Tammy Beal to post the cancellations and make sure it gets on the website.

John Lowe closed the call to the public.

**ADJOURNMENT**

Jean Root motioned to adjourn the meeting at 7:52 p.m. Jerry Sidlar seconded. **Motion Carried 5-0.**