

FREMONT AREA JOINT PLANNING COMMITTEE MEETING MINUTES

Monday, December 12, 2005
5:00 – 6:30 PM
Dayton Township Hall

Members Present: Dayton Township: Chuck Witteveen, Planning Commissioner (Left at 6:15 pm)
Dayton Township: Shirley Hooker, Township Supervisor
Dayton Township: Barbara Popp, Board Member
Dayton Township: Vern Staley, Planning Commissioner
Dayton/Sheridan Townships: Peter Lance, Zoning Administrator
Sheridan Charter Township: Dave Lue, Supervisor
Sheridan Charter Township: Don Potter, Board Member
Sheridan Charter Township: Jack Taylor, Planning Commissioner
Sheridan Charter Township: Jeff Wharton, Planning Commissioner
Sherman Township: Joan Obits, Supervisor
Sherman Township: Fran Derks, Board Member
Sherman Township: Randy Paulson, Planning Commissioner
Sherman Township: Roman Miller, Zoning Administrator (Arrived at 6:17 pm)
City of Fremont: Peg May, Planning Commissioner
City of Fremont: Richard Rought, Zoning Administrator
City of Fremont: Chuck Whitman, Planning Commissioner

Alternates Not Present: Sheridan Township: Sandy Vandenberg, Planning Commissioner
Sheridan Township: Jennifer Christenson, Board Member

Members Absent: Sherman Township: Dean Van Ostenberg, Planning Commissioner
City of Fremont: Jim Breinling, Councilmember
City of Fremont: Jim Rynberg, Mayor

Other Officials Present: Chris Yonker Fremont City Manager
Michele Ribant City Director of Neighborhood & Economic Development

Consultants Present: Joe VanderMeulen Executive Director, Land Information Access Association
Harry A. Burkholder Community Planner, Land Information Access Assoc.

Call to Order

Chairman Witteveen called the meeting to order at 5:03 PM.

Greetings & Introductions

Chair Witteveen welcomed everyone to the meeting. Dick Rought introduced Peg May to the Committee. He indicated that Ms. May is now a member of the Fremont Planning Commission and will serve as one of Fremont's representatives on the Fremont Area Joint Planning Committee (FAJPC).

A motion was made by Dave Lue, seconded by Joan Obits and carried to name Jack Taylor as the Vice Chair of the FAJPC.

Review & Approval of Minutes

A motion was made, seconded and carried to approve the minutes from the November 14, 2005 meeting.

Discussion on Development of Fremont Area Joint Planning Agreement/Ordinance

Joe VanderMeulen thanked the Committee for its responsiveness to LIAA's request for feedback from each governmental unit regarding the key questions that need to be answered in order to develop a joint planning agreement/ordinance. He indicated that LIAA used the members' feedback to create a

comparison chart showing each participating governmental unit's responses. The Committee used the comparison chart to reach agreement on the various issues. The following was agreed to by consensus:

1. What do you want the composition of the Joint Planning Commission to be?

The committee decided that the composition of the Joint Planning Commission should include thirteen (13) members comprised of four (4) representatives from the City of Fremont and three (3) representatives from each participating Township (Dayton, Sherman and Sheridan Charter.)

a. What community interest areas do you want represented on the Commission?

The Committee discussed adhering to the Township Planning Act, which says "major interests" should be represented, "such as agriculture, recreation, education, public health, government, commerce, transportation and industry."

b. What is the preferred number of people on the Joint Planning Commission?

There should be thirteen (13) members on the Joint Planning Commission. The terms should be staggered.

c. What is the preferred representation from each jurisdiction?

There should be four (4) representatives from the City of Fremont and three (3) representatives from each of the three (3) participating Townships.

2. Should there be specific qualifications for appointment to the Commission?

Qualifications for appointment should include:

- There should be a residency requirement, which stipulates that each representative on the Commission should be a resident within the joint planning area and that at least two (2) representatives from each participating governmental unit should be a resident within the jurisdiction of the respective governmental unit.
- One of the representatives from each of the participating governmental units should be a Council or Township Board member.
- The initial representatives should have some demonstrated planning experience while it is highly encouraged for future representatives to have such experience.
- Continuing education on planning issues should be required.

3. How will you select people to serve on the Commission?

It was agreed that the members on the Commission should be appointed, not elected. The City Council and the participating Township Boards should consider the confirmation of the appointments recommended by the Mayor or Supervisor of their respective local unit.

4. What should the terms in office be for Commission members?

Terms should be three (3) years and staggered. There should be no terms limits.

5. What conditions and procedures do you want for removal of commissioners from office?

It was decided that Commission representatives could be removed from office for cause by the appointing body after a hearing is conducted.

6. How should planning commission vacancies be filled?

The filling of vacancies should be conducted in the same manner as the original appointment.

7. How shall the participating governments share the Commission's operating budget?

The Committee decided to use a weighted-average cost-sharing method for calculating the budget. Each participating unit's population and taxable value of real property would be weighted, and the sum of each participating unit's weights would be used to determine the percentage of the budget each participating unit would be responsible for contributing.

It was pointed out that there are different fiscal years among the governmental units and that the method and timing of preparing the budget for the FAJPC would have to be coordinated to accommodate the different fiscal years.

8. What should be the Commission's jurisdictional area?

The Committee felt that the entire area of each participating jurisdiction should be a part of the Commission's jurisdictional area.

9. If a municipality decides to join or withdraw, what procedures should be used?

Joining the Joint Planning Commission

- The Committee decided that the Commission should entertain a request to join the FAJPC from any interested governmental unit.
- The governmental unit wishing to join should do so by petition.
- Amendments to the Joint Planning Agreement will have to be adopted by the participating municipalities.
- A new governmental unit will have to pay their proportional share of the budget.
- A new governmental unit will have to pay a one-time "buy-in" fee.
- The Committee also discussed requiring a public hearing when a new governmental unit wishes to join the Commission.

Withdrawing from the Joint Planning Commission

- There should be a public notice and public hearing requirement if a participating governmental unit wishes to withdraw.
- All outstanding obligations (fees, etc.) should be settled prior to withdrawal.
- An ordinance should be passed by the withdrawing governmental unit stating its reasons for withdrawal.

10. Which State planning act should the Commission follow in terms of procedures?

The Township Planning Act should be used.

11. Which State zoning enabling act should the Commission follow in exercising such duties?

The Township Zoning Act should be used.

12. Do you want the legislative bodies to assert the authority to approve/reject the new master plan developed by the new Joint Planning Commission?

The Committee agreed that the legislative bodies of each participating governmental unit should assert their authority to approve or reject the new master plan; however, they cannot amend it. The legislative bodies could provide recommendations for change to the Plan and provide their recommendations to the Joint Planning Commission for consideration.

Plan for Next Meeting

The next meeting of the FAJPC is scheduled for Monday, January 9, 2006 from 5:00 - 6:30 PM at the Sherman Township Hall. Joe VanderMeulen indicated that LIAA will develop a draft copy of the Fremont Area Joint Planning Agreement and that he would like each governmental unit to review it and provide feedback on it by the next Joint Planning Committee meeting. Michele Ribant indicated that the feedback could be sent to her and that she, in turn, would provide it to LIAA.

Adjournment

There being no further business of the Committee, the meeting was adjourned at 6:37 PM.