

**Fremont Community Joint Planning Commission
Meeting Minutes**

**Monday, February 28, 2011
5:00 p.m. – 6:30 p.m.
Fremont City Hall
Council Chambers**

Members Present:	Sheridan Charter Township:	Don Potter
	Sheridan Charter Township:	Jeff Wharton
	Sheridan Charter Township:	Jack Taylor
	City of Fremont:	Jim Breinling (Chair)
	City of Fremont:	Marcia Eib
	City of Fremont:	Jim Sloan
	Dayton Township:	Kent Folkema
	Dayton Township:	Shirley Hooker

Members Absent:	Sheridan Charter Township:	Tom Karnemaat
	City of Fremont	Peg May
	City of Fremont:	Lon Vredeveld
	Dayton Township:	Chuck Whitman

Others Present:	Sheridan Charter/Dayton	
	Townships:	Peter Lance
	City of Fremont:	Michele Ribant
	City of Fremont:	Todd Blake

Call to Order and Opening Remarks

The meeting of the Fremont Community Joint Planning Commission was called to order at 5:00 p.m. by Jim Breinling.

Chair Breinling handed out an updated 2011 FCJPC membership roster, which included updated information on Dave Lue, the Sheridan Charter Township Supervisor.

Chair Breinling indicated that everyone but one person satisfied their education requirements in 2011. He said in 2011 everyone needs to attend three (3) hours of joint planning education. He asked the Commission to provide feedback at the next meeting in terms of what topics on education they would like addressed in a presentation.

Review and Approval of Agenda

A motion was made by Don Potter, seconded by Shirley Hooker and carried to approve the agenda as presented.

Review and Approval of Minutes

A motion was made by Marcia Eib, seconded by Jack Taylor and carried to approve the minutes of the December 13, 2010 FCJPC meeting.

Review and Acceptance of Joint Zoning Working Group Minutes

A motion was made by Marcia Eib, seconded by Don Potter, and carried to accept the minutes from the following Joint Zoning Working Group meetings:

- 1-17-11 Working Group minutes
- 1-24-11 Working Group minutes
- 2-21-11 Working Group minutes

Public Comment

There was no public comment.

Discussion on Proposed 2011/2012 FCJPC Budget

Chair Breinling called upon Todd Blake, Fremont's Finance Director, to address the issue of compensation for commission members as it relates to the FCJPC budget. Todd Blake said that IRS rules require anyone who receives compensation through the City to be an employee. He indicated that when the auditors first told him about the rule, the City complied and since the City was handling the administration for the FCJPC, all commissioners filed the necessary paper work, and they became employees of the City. Mr. Blake said as time goes on, things could start to get more complicated when issues such as liability and workers compensation are addressed. He said that the recommendation is that each municipality compensate their commission members outside the FCJPC budget for their participation on the FCJPC. It was recommended that a footnote be included in the FCJPC budget that outlines how much each municipality must budget to compensate their commissioners.

Other issues relevant to the budget that were discussed include the following:

- \$5,000 should be included in the 2011/12 FCJPC budget to cover printing costs for the new Fremont Community Joint Zoning Ordinance.
- A Request for Proposal should be sent to planning and law firms asking for quotes for review services for the new Fremont Community Joint Zoning Ordinance.
- \$1,000.00 should be included in the 2011/12 FCJPC budget to cover education speaker costs.

Editor's note: Each commissioner gets paid \$30.00 a year (\$10.00 per required education hour) for attendance at an education session. This is considered compensation, so this too will have to come out of each municipality's budget – not the FCJPC budget.

Todd Blake indicated that the FCJPC will vote on current year budget amendments and the 2011/12 budget at the next FCJPC meeting.

Discussion on Grant Opportunity through Land Information Access Association

It was reported that the Land Information Access Association (LIAA) has grant opportunities available where *Partnerships for Change* will pay 30% of all personnel costs. It was also reported that this grant opportunity allows LIAA to review the Joint Zoning Ordinance at a cost of \$1,800.00 (40 hours x \$45.00 an hour). It was pointed out that LIAA cannot provide legal review of the Ordinance and that more hours may be needed for LIAA to address questions regarding the new Ordinance. It was reported that educational opportunities would cost \$45.00 an hour and that travel and preparation time must be included in the per hour charge, plus mileage.

Old Business

A motion was made by Marcia Eib, seconded by Jeff Wharton and carried to approve the following definition for "Seasonal Restaurant" for inclusion in the Definition Chapter of the new Joint Zoning Ordinance:

"Seasonal Restaurant: An establishment under 1,000 sq. ft. where food and drink are prepared and served, which can be open no more than nine (9) months during one year, and where walk-up windows and one drive through lane are allowed."

Election of Officers

Chair Breinling indicated that the existing year's officers are willing to serve another year. Don Potter, as a point of order, asked that request for nominations be made. Chair Breinling asked if there were any nominations for chair, vice chair or secretary/treasurer positions. No nominations were made other than Jeff Wharton's nomination of the current officers.

A motion was made by Jeff Wharton, seconded by Kent Folkema and carried to elect the following officers for the Fremont Community Joint Planning Commission for the 2011 calendar year:

Secretary/Treasurer: Shirley Hooker
Vice Chair: Jack Taylor
Chair: Jim Breinling

Review of Proposed Table of Contents and Joint Zoning Code Numbering System

Chair Breinling informed the FCJPC that the Joint Zoning Working Group recommends the organization of the new Joint Zoning Ordinance as outlined in the Table of Contents in the agenda packet and that the numbering system within the Ordinance would be as follows:

Numbering System

Chapter 6
Article 6.1
Section 6.1.1
Paragraph 6.1.1a

Chair Breinling also said that there will be no page numbers in the final version of the Joint Zoning Ordinance but page numbers will be used during the creation stages of the Ordinance.

Review of Regulations under the “Special Use” Section of the Proposed Joint Zoning Ordinance

The FCJPC considered language on “Regulated Uses” and “Wireless Communication Towers over 75 Feet”.

Jeff Wharton suggested the following changes to the regulations on “Wireless Communication Towers over 75 Feet”:

“2. The applicant shall provide an inventory of its existing towers, antennas, or sites approved for towers or antennas that are either within the FCJPC planning area Township or within three (3) one (1)-miles of the border thereof, including specific information about the location, height and design of each tower. The Planning Commission may share such information with other applicants applying for approval under this ordinance or other organizations seeking to locate antennas within the Fremont community, provided, however, that the Planning Commission is not, by sharing such information, in any way representing or warranting that such sites are available or suitable.”

Also, it was recognized that in the overall Joint Zoning Ordinance that reference to “Townships” and “City” needs to be replaced with some standard reference to all three municipalities. It was suggested that “FCJPC jurisdictional area” be used, where appropriate. Under section 13 of the proposed regulations on “Wireless Communication Towers” it was suggested that “FCJPC” be used to replace the word “Township”.

A motion was made by Jeff Wharton, seconded by Jack Taylor and carried to approve the language as written with the amendments noted above on “Wireless Communication Towers over 75 Feet” for inclusion in the new Fremont Community Joint Zoning Ordinance.

A motion was made by Don Potter, seconded by Marcia Eib and carried to approve the language as written on “Regulated Uses” for inclusion in the new Fremont Community Joint Zoning Ordinance, subject to legal counsel review.

The Commission recognized that the numbering of the regulations on “Regulated Uses” needed to be changed so that the regulations were in numeric order.

Review of “Garage, Yard and Estate Sale” Regulations in the “General Provisions” Chapter of the Proposed Joint Zoning Ordinance

A motion was made by Don Potter, seconded by Marcia Eib and carried to approve the following language on “Garage, Yard and Estate Sales” in the “General Provisions” Chapter of the Fremont Community Joint Zoning Ordinance:

Garage, Yard and Estate Sales

“Garage, Yard and Estate Sales: Garage, yard and estate sales shall be limited to no more than three (3) events per calendar year. No garage, yard or estate sale event shall last more than three (3) consecutive days.”

Under the “Sign” section of the “General Provisions” Chapter

“Garage, Yard and Estate Sale Signs: Garage, yard and estate sale signs are allowed announcing the sale of household goods, provided that there is only one (1) sign per premise; that the sign is placed on-premise only, entirely on private property; that it does not exceed six (6) square feet in area; and it is erected no more than five (5) business days before and is removed within one (1) business day after the announced sale.

Within the Township areas additional signage is allowed on private property if permission of the property owner is granted.”

New Business

Don Potter asked that the Commission look more closely at the number of signs allowed in the commercial districts.

Commissioners’ Discussion

The Commission briefly discussed the following topics in the Fremont Community:

- Opening of new restaurant downtown
- The status of the Novi Energy Community Digester project
- North access to the high school/alternate route
- Safe Routes to School Grant

Next Meeting Date

FCJPC Meeting

April 25, 2011

5:00 PM – 6:30 PM

Fremont City Hall

Chair Breinling indicated that the Commission has two months to review the commercial district regulations. The following regulations were distributed:

- Downtown Commercial District (C-1)
- Urban Commercial District (C-2)
- Rural Commercial District (C-3)

Adjournment

A motion was made by Don Potter, seconded by Kent Folkema and carried to adjourn the meeting at 6:25 p.m.