

**Fremont Community Joint Planning Commission
Meeting Minutes**

**Monday, March 25, 2011
5:00 p.m. – 6:30 p.m.
Fremont City Hall
Council Chambers**

Members Present:	Sheridan Charter Township:	Tom Karnemaat
	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:	Peg May
	City of Fremont:	Jim Sloan
	City of Fremont:	Lon Vredeveld
	Dayton Township:	Chuck Whitman
	Dayton Township:	Shirley Hooker

Members Absent:	Dayton Township:	Kent Folkema
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Others Present:	Sheridan Charter/Dayton	
	Townships:	Peter Lance
	City of Fremont:	Michele Ribant

Call to Order and Opening Remarks

The meeting of the Fremont Community Joint Planning Commission was called to order at 5:02 p.m. by Jim Breinling.

Review and Approval of Agenda

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

Review and Approval of Minutes

A motion was made by Lon Vredeveld, seconded by Marcia Eib and carried to approve the minutes of the February 28, 2011 FCJPC meeting.

Review and Acceptance of Joint Zoning Working Group Minutes

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

- 3-21-11 Working Group minutes
- 3-28-11 Working Group minutes
- 4-18-11 Working Group minutes

A few questions were asked in relation to the working group minutes, and as a result, the Zoning Working Group was asked to talk about whether berms as outlined under the Landscaping and Screening section would include sound barriers. The Working Group will talk about the definition of “berms” and how “sound barriers” should be addressed in the zoning ordinance.

Public Comment

There was no public comment.

Vote on Proposed 2011/2012 FCJPC Budget

Chair Breinling informed the Commission that the Townships and the City will not have to contribute any funds toward the 2011/2012 FCJPC budget. He said there is enough in the fund balance to cover the Commission's activities for the coming year. Chair Breinling went on to say that starting in the 2011/2012 fiscal year, which begins on July 1, 2011, members will be employees of the jurisdiction they represent and their pay will not be reflected in this budget, but in the budgets of the participating jurisdictions. He said the same is true for pay they receive for earning education credits.

It was suggested that under footnote 3 of the FCJPC budget that a note be included that makes it clear that members and the Townships' Zoning Administrator get paid \$50.00 per meeting, which includes attendance at full Commission meetings and Zoning Working Group meetings. It was also suggested that under footnote 6 that a note be included that makes it clear that Commission members are to be paid \$10.00 for each education credit earned up to three credits for continuing members and up to eight credits for new members.

A motion was made by Tom Karnemaat, seconded by Chuck Whitman and carried to recommend approval of the 2011/2012 FCJPC budget with the condition that the budget specifically outline that members get paid \$50.00 a meeting for both full commission meetings and zoning working group meetings and that members get paid \$10.00 for education credits earned up to 3 hours for continuing members and 8 hours for new members.

Request for Proposals for Review of the Proposed FCJPC Joint Zoning Ordinance

Chair Breinling said there is an end in sight for this project as reflected in dates specified in the Request for Proposals for the review of the proposed FCJPC Joint Zoning Ordinance. He said the Commission had indicated that they wanted to send the RFP to the following firms/individuals:

- Land Information Access Association (LIAA)
- LSL Planning
- Cliff Bloom, attorney

He told the Commission that if they think of any other firms that should receive the RFP to let him know. He asked the Commission to read over carefully the Scope of Services section of the RFP to make sure it addresses all the issues that we need reviewed. He said the Commission will discuss in depth the content of the RFP at the next meeting. Michele Ribant was asked to call LIAA to see whether we could qualify for a grant (discounted labor) if the project did not begin until January 2012.

Proposed FCJPC Zoning Ordinance – Review of Commercial Districts

Proposed FCJPC Zoning Ordinance – Review of General Provisions

New Business

There was no new business.

Commissioners' Discussion – Proposed Chapter 1 – "Title, Legal Basis, Purpose and Scope"

Next Meeting Date

June 27, 2011
5:00 PM – 6:30 PM
Sheridan Charter Township Hall

Adjournment

There being no further business of the FCJPC, a motion was made by Jeff Wharton, seconded by Tom Karnemaat and carried to adjourn the meeting at 6:33 p.m.

Proposed FCJPC Zoning OrdinanceIt 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.