

**ROSS TOWNSHIP  
PLANNING COMMISSION  
MINUTES  
November 25, 2013**

CALL TO ORDER/PLEDGE

Chairperson Lauderdale called the regularly scheduled meeting of the Ross Township Planning Commission to order at 7:00 p.m. at the Ross Township Hall.

ROLL CALL

Present:        Jim Lauderdale, Chairperson  
                  Robb Blain  
                  Russell Fry  
                  Gregg Pierce  
                  Jeff Price  
                  Jon Scott  
                  Sherri Snyder

Absent:         None

Also present:       Bert Gale, AGS – Township Zoning Administrator  
                          Rebecca Harvey – Township Planning Consultant

APPROVAL OF AGENDA

The agenda was reviewed and approved as presented.

APPROVAL OF PRIOR MEETING MINUTES

The Board then proceeded with consideration of the **October 28, 2013** Planning Commission meeting minutes. Blain moved to approve the minutes as presented. Pierce seconded the motion. The motion carried unanimously.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

No public comment on non-agenda items was offered.

## NEW BUSINESS

### 1. PC 2014-2015 Budget

Chairperson Lauderdale referenced the 'Income Statement' (through November 30, 2013) and the Department Budget Request 2014-2015 (Planning Commission) provided to Board members.

The Board conducted a line-item review of the existing budget. Regarding the category 'Professional Services', it was noted that the \$5000 allocation was referenced as 'Harvey'. The Board questioned whether this line-item included services provided by AGS. Harvey noted that the 'Income Statement' reflects a 'year to date actual' expenditure for 'Professional Services' of \$5319.51. She confirmed that she has provided planning services to the Township from April, 2013 through October, 2013 at a cost of \$2844, not including costs incurred for the preparation of minutes (see 'PC Minutes' line-item).

Chairperson Lauderdale stated that he would inquire regarding how/where the budget provides for the services of AGS. Further, he would confirm the total expenditure to date for 'Professional Services' given the information provided by Harvey.

The Board concluded that the amounts budgeted for each line-item in the 2013-2014 budget were generally acceptable for the 2014-2015 budget, noting the following:

: the allocation for 'Printing & Publishing' should be increased from \$1000 to \$1800 given the work plan of the Board for the coming year;

: the allocation for 'Professional Services' of \$5000 is adequate if the budget is solely for the services of the planning consultant.

Pierce then moved to present the Planning Commission Budget Request for 2014-2015 with line-item allocations consistent with the 2013-2014 Budget, with a further request to increase the allocation for 'Printing & Publishing' from \$1000 to \$1800, for a total Budget request of \$20,490. Fry seconded the motion. The motion carried unanimously.

## UNFINISHED BUSINESS

### 1. Recreation Plan

Scott stated that he has met with Prairieville Township Supervisor, Jim Stoneburner, to discuss the mechanics of Prairieville Township's Parks Board. He noted that he has provided the template for that structure to the Township

Board for their consideration. Scott advised that the matter is scheduled for Township Board discussion at the upcoming budget meeting of the Board on December 7, 2013.

Scott and Fry explained that they continue to meet with the ad hoc citizens group interested in moving the objectives of the Recreation Plan forward. Fry suggested that it would be appropriate for Harvey to begin to attend as the planning consultant for the Township. He noted that the next meeting is scheduled for December 6, 2013 and discussions will be held regarding the issues of funding and education/communication.

Scott noted that work with the committee is envisioned as a parallel path with the Township Board forming a Parks Board and taking formal steps in support of the directions set forth in the Recreation Plan.

Fry encouraged the Township to continue to work in a similar direction and in conjunction with Richland Township in support of an area-wide approach to recreational planning and to maximize the realization of the Recreation Plan's strategies.

In response to questions, Harvey confirmed that the Recreation Plan and required application material had been submitted to the DNR approximately 30 days previous and was pending approval by the State.

## 2. Zoning Ordinance Reorganization

Chairperson Lauderdale referenced the Draft Zoning Ordinance – Reorganized provided by Attorney Rolfe. He noted that the review of the document had been divided up among Board members for detailed reporting/discussion at this meeting.

Price suggested review comments be reported as 1) reformatting suggestions and/or typographical errors, and 2) substantive revisions. Board members agreed.

In summary, the following review comments were provided:

- grammatical inconsistencies in each chapter were noted
- typographical errors in each chapter were noted
- a flow chart (such as that created for the 'special land use permit' process) was recommended for 'open space developments', 'planned unit developments', and the 'site plan review' process
- use of the terms 'provisions' vs. 'regulations' discussed
- placement of 'general provisions' before or after 'zoning districts' discussed

Following Board discussion of the review comments noted, it was determined that each Board member would prepare their content-specific comments on the

assigned chapters and provide same to Chairperson Lauderdale within the next two weeks. Chairperson Lauderdale noted that he will compile the comments and develop a list from which the Board may structure a discussion of future work items.

Board members expressed support for the proposed reorganization and agreed that the new structure was a significant improvement and easier to use.

### 3. Discussion of 'Structure'

Chairperson Lauderdale referenced previous Board consideration of the matter and subsequent direction provided to Harvey to draft text applying a similar 'special land use permit approach' to accessory structures as set forth in Section 9.5E.

Harvey reviewed the proposed draft text provided. Following Board discussion of same, Harvey detailed the approach to 'accessory buildings' set forth in the Prairieville Township Zoning Ordinance. Interest in the provisions noted was expressed and copies of the noted provisions requested for review/discussion at the January meeting.

## REPORT FROM TOWNSHIP BOARD

Scott provided an update on the following items under consideration by the Township Board:

- Budget discussions
- Follow up to adoption of Recreation Plan
- Status of electronic Township Hall sign

## REPORT FROM ZONING BOARD OF APPEALS

Chairperson Lauderdale stated that the Zoning Board of Appeals did not meet in November.

## MEMBERS, CONSULTANTS, ADVISORS

Snyder advised regarding the issue of 'for-profit donation boxes' in Richland Township. She noted that her preliminary research revealed that the issue was recently addressed in the City of Portage through the development of an Ordinance and questioned if Ross Township should consider a similar ordinance. Chairperson Lauderdale indicated that he would place discussion of the matter on the Planning Commission Work Plan.

Chairperson Lauderdale noted that Supervisor Bither has received the Planning Commission's inquiries related to outdoor wood burners and will raise the matter with the Township Board.

Chairperson Lauderdale also noted that the Township has recently received notification from Gull Lake Ministries confirming compliance with applicable capacity limitations.

Chairperson Lauderdale reported that the joint meeting of the Township Board/Planning Commission was productive. He added that the Township Board expressed gratitude for the quantity and quality of the work accomplished by the Planning Commission.

ADJOURN

There being no further business to come before the Board, the meeting was adjourned at 9:00 p.m.

Respectfully Submitted,

Rebecca Harvey, AICP, PCP  
Township Planning Consultant