

**ROSS TOWNSHIP
PLANNING COMMISSION
MINUTES
February 24, 2014**

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
 Sherri Snyder

Absent: Jeff Price
 Jon Scott

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 **November 25, 2013** Planning Commission meeting minutes. Pierce moved to approve the minutes as presented. Snyder 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. 2014 Planning Commission Meeting Schedule

Chairperson Lauderdale noted that the Board would consider for adoption in March the regular meeting schedule of the Planning Commission for the upcoming fiscal year (April, 2014 to March 2015). He inquired if the current meeting day of the fourth Monday of the month remained acceptable to Board members. The Board concurred that the established meeting day was satisfactory.

The Board reviewed the draft resolution setting the meeting schedule and confirmed the proposed meeting dates set forth therein. Chairperson Lauderdale stated that the adoption of the schedule would be placed on the March meeting agenda.

Fry (Planning Commission Secretary) stated that he will not be present at the March meeting and questioned who should then be responsible for signing the resolution. Chairperson Lauderdale responded that he would seek guidance on the matter from Township Attorney Rolfe prior to the March meeting.

UNFINISHED BUSINESS

1. Recreation Plan

Fry explained that the ad hoc citizens group interested in moving the objectives of the Recreation Plan forward continues to meet and make progress. He noted that the work of the group is generating interest in the community and is resulting in very good representation at the meetings. Harvey noted that Prairieville Township has expressed support for the efforts of the group and has sent several volunteers to participate.

It was noted that the group recognizes the potential to tie in recreational and educational assets in the region with trail segments and loops that could ultimately connect to larger established facilities. The recognition of the potential for non-motorized routes in the area is an energizing force among members.

In response to questions, Harvey confirmed that the Recreation Plan had been received and reviewed by the DNR and approval is pending the submission of additional information regarding a previous grant that had been issued to the Township. It was noted that Supervisor Bither is responding to the request for information.

2. Zoning Ordinance Reorganization

Chairperson Lauderdale referenced the compilation of the PC member input on the proposed reorganization provided in the meeting packet. He proceeded through the compiled list of comments. The following conclusions were noted:

- Articles 1- 17 proposed changes are satisfactory
- Section 18.1 E. 1. (*pg 18-3*) ‘paving’ language should be similar to that used in 18.1. D.2.
- Section 18.6 (*pg 18-12*) no ‘berm’ option exists; rewrite screening requirements to expand/clarify **(add to Work Plan)**
- Section 18.6 C. (*pg 18-12*) add ‘required’ before ‘front yard’ (per AGS)
- Section 19.6 (*pgs 19-5/19-6*) prefer ‘Alternate’ version
- Article 20
- Item 5 inconsistent w/ requirements of Item 16 **(add to Work Plan)**
 (*pg 20-2*)
- Item 16. D. no standards for restrooms **(add to Work Plan)**
 (*pg 20-13*)
- Items 22/24 review to combine **(add to Work Plan)**
 (*pgs 20-16/20-18*)
- Item 28 OSPD – add procedural flow chart
 (*pg 20-31*)
- Item 29 **(add to Work Plan)**
 (*pg 20-46*)
- Item 32 PUD – add procedural flow chart
 (*pg 20-51*)
- Section 21.4 D. (*pg 21-2*) change ‘Section 9.1’ to ‘Section 18.1’
- Section 21.5 (*pg 21-4*) prefer ‘Alternate’ version; change ‘5 days’ to ‘7 days’
- Section 21.6 A. (*pg 21-5*) change ‘Section 9.95’ to ‘Section 21.5’

Following Board discussion of the review comments noted, it was determined that Harvey would provide Township Attorney Rolfe with the review comments/conclusions of the Board. It was further noted that the required noticing for the proposed changes could be initiated and a public hearing on same scheduled.

3. 2014-2015 Planning Commission Work Plan

Chairperson Lauderdale stated that he will draft the Board's Work Plan based on the work completed to date from the 2013-2014 Work Plan and the items identified in the Zoning Ordinance Reorganization review.

With respect to the Board's continuing work on the matter of 'structures', Harvey distributed copies of the 'accessory building provisions' from the Prairieville Township Zoning Ordinance, as requested. She reviewed the approach used in the standards and how they apply to many of the issues raised in the Board's discussion of 'structure'.

It was agreed that continued discussion on the matter would be scheduled for the March meeting.

Harvey further noted that in response to questions raised by AGS in a memo dated December 27, 2007 regarding 'boarding house' and 'bed and breakfast' uses, she had reviewed the Ross Township Ordinance and ordinance text of several surrounding communities. She distributed a compilation of the research noted.

The Board agreed that the matter would be placed on the Work Plan for further consideration. It was requested that the 2007 AGS memo be redistributed to the Board.

REPORT FROM TOWNSHIP BOARD

Chairperson Lauderdale referenced the minutes of the February 2014 Township Board meeting distributed with the packet.

REPORT FROM ZONING BOARD OF APPEALS

Chairperson Lauderdale reported that the Zoning Board of Appeals held their regular scheduled meeting on December 4, 2013 and considered a variance request to adjust the existing lot line between two adjacent nonconforming lots. The proposed adjustment would reduce the nonconforming frontage/width at one portion of each lot and remove an existing nonconforming side yard setback.

Chairperson Lauderdale noted that the variance request was granted, explaining the Board's conclusions that the proposed lot line modification was area neutral and would not affect the lot sizes or lot coverage; lot frontages/widths would remain nonconforming; no new nonconformity would be created; and the side yard setback nonconformity would be removed. He added that the actual lot split/combination will be subject to Township Board approval pursuant to the Subdivision Control Ordinance.

MEMBERS, CONSULTANTS, ADVISORS

Chairperson Lauderdale reminded that the election of officers, the 2013 Annual Report, and 2014-2015 Meeting Schedule would be considered at the March Planning Commission Meeting.

Fry stated that he will not be in attendance at the March meeting.

Pierce referenced the November 20, 2013 correspondence from the Township to Richard King and questioned the status of the project. Mr. Gale, AGS, responded that little work had progressed due to the weather. He added that the Board should consider adding the matter of 'setbacks applicable to patios' to the 2014-2015 Work Plan.

ADJOURN

There being no further business to come before the Board, the meeting was adjourned at 8:41 p.m.

Respectfully Submitted,

Rebecca Harvey, AICP, PCP
Township Planning Consultant