

Superior Township Planning and Zoning Committee
Brimley, Michigan 49715

Minutes, June 12, 2018 Meeting

Meeting called to order by Rick Plunkett at 6 p.m. at Superior Township Hall.

Present: Ken Belk, Elgon Ellis, George Kinsella, Matthew Maki, Rick Plunkett

Minutes from prior meeting (May 8, 2018) available for review.

- Motion to accept minutes: Elgon
 - Second to motion: George
- Motion passed unanimously

Old Business

1. Review of process for paying Committee members for meetings. Rick will complete an attendance summary for all Committee meetings based on attendance taken at each meeting. This attendance summary then will be forwarded to the appropriate Township representative who will process any action.
2. Discussed status of any pending actions regarding the Gordy Gillray property on Irish Line. That matter appears to have been resolved with no approval to continue to build on that site.

New Business

1. Position: "Zoning Administrator", possibly part-time, is needed for the following reasons:
 - a. Designated individual for day-to-day zoning administration duties, answers inquiries, reviews permit documentation for compliance with ordinance, makes recommendations that will help resolve questions at the lowest level.
 - b. Provides summaries and recommendations for issues needing discussion or action by the Planning and Zoning Committee.
 - c. A Zoning Administrator position enables the Planning and Zoning Committee to exercise a due process function for the Zoning Administrator for resolution at that level, while still retaining the Zoning Board of Appeal for a due process appeal following a Planning and Zoning Committee decision.
2. Documentation with a request for a building permit. It has been observed that Permit Applications are not uniformly completed before processing can take place. Certain documents are necessary *beforehand* to insure compliance with the Ordinance for lot size, frontage, setbacks, and allowed zoning use *before site improvement begins*. After some discussion, two critical documents at the beginning of the application process would tend to eliminate halting a project where some site improvement had already begun prior to permit approval.
 - a. Survey of the site. Either have the site surveyed or provide an existing survey already on file. Existing survey copies are available through the County (assessor), or through a survey company, to name a few. Without a survey, property lines are a matter of guesswork, family lore, or simple speculation. It is the responsibility of the applicant to provide this information

b. Site Plan sketch. This should show factual boundaries to the site layout, show all setbacks, include frontage, depth, building dimensions, and be a verifiable plan as to what is being agreed at the time of the permit approval.

c. Some discussion regarding a “disclaimer” in lieu of verifiable (surveyed) boundaries included language that in effect is a disclaimer along the line, “all information provided in this site plan is accurate and, if at some later date is determined to be in error I hold the Planning and Zoning Committee and Superior Township not responsible.” This may be an approach to consider, but it also may simply be begging the questions as to why the information was not verified before approval was granted.

3. George suggested that future decisions or actions taken by the Planning and Zoning Committee should include the phrase, “shall be without precedent” in order to allow every action to be considered on its own merits and not on the basis of many conflicting precedents that currently exist and which the Committee is resolved to begin normalizing with consistent standards.

4. The Building Permit Application for Timothy Strader, 7871 West Six Mile Road was reviewed and granted approval as it was for replacement structure for one previously approved .

5. Michigan Township Association Planning and Zoning Seminar. This educational opportunity to develop professional models and practices is available July 12, 2018, in Gaylord, Michigan, at the Tree Tops Center.

a. Cost per person is \$91 if registration is completed no later than June 28.

b. Cost per person is \$113 if registration is completed after June 29

c. All five Committee members expressed interest in attending this Seminar

Additional Discussion

Jimmy Miller and the Used Car Lot, possibly at or near Mel’s Fireworks on M28. Committee members had not seen the preliminary information yet but general comments included:

a. It is proposed to be a “Class B” used car lot. Clarification needed on what that means.

b. Are the used cars able to be driven, or are they just for “parting out”, or junk?

c. What environmental issues may exist due to fuel, oil, or fluids?

d. Is the lot to be paved, fenced, effect on traffic?

More information needs to be gathered before any further discussion or direction may proceed.

Adjournment

Motion to adjourn: George

Seconded motion: Elgon

Motion passed: Unanimous

Next Planning and Zoning Committee Meeting: *Tuesday, July 10, 6 p.m., Township Hall*

Respectfully,

Matthew Maki