

Superior Township Planning and Zoning Committee
Brimley, Michigan, 49715

Regular Meeting July 10, 2018

In Rick Plunkett's absence, Matt Maki called the meeting to order at 6:20 p.m. at the Superior Township hall.

Present: Ken Belk, Elgon Ellis, George Kinsella, Matthew Maki
Not Present: Rick Plunkett

Minutes from the meeting held June 12, 2018 reviewed and discussed.

Motion to accept minutes: Elgon

Second to motion: George

Motion passed unanimously.

Old Business.

1. **Planning and Zoning Administrator.** Several candidates were mentioned but none have emerged as a potential fill, yet. General qualifications include:
 - a. Perform day-to-day zoning administrative duties within a flexible schedule to enable Township Planning and Zoning process support at the user level. Answer inquiries pertaining to ordinance interpretation, review permit application and documentation for compliance with ordinances, provide limited assistance example: locating property corners, make recommendations that will help permit applications to move forward, and perform routine tours of the township for compliance, or possible non-compliance, with ordinances.
 - b. Provide periodic summaries and recommendations to the next level, the Planning and Zoning Committee, to resolve issues needing discussion or further action as determined by the Planning and Zoning Committee.
 - c. Documentation from the Planning and Zoning Administrator as well as from the Planning and Zoning Committee are essential "due process" records should any action be forwarded to the Zoning Board of Appeals.
2. **MTA Planning and Zoning Seminar** Final coordination completed for four committee members (Elgon, George, Matt, Rick) participation July 12, in Gaylord.
3. **Status of Used Car Lot** (at/near Mel's Fireworks on M28 by M221): No further development since last month with same remaining questions as last meeting (12 June):
 - a. Proposal for use as a "Class B" used car lot. What is a "class b" used car lot?
 - b. Are the used cars serviceable and able to be driven, not merely "parted out" or "junk"?
 - c. What environmental issues (DEQ) may exist?
 - d. What will be the effect on traffic?Discussion revealed this case as an ideal "Zoning Administrator" role as no individual in the Planning and Zoning Committee is tasked for this duty, and the committee itself is not a vehicle to conduct hearings of inquiry. The committee consensus was that this is a matter for the Township Board, probably asking Bill Beaune to function in that capacity for this task.

4. Documentation check list to accompany building permit applications:

- a. A current survey that graphically shows corners and lines.
- b. Property corners are marked on the site plan and correspond to what is at the site.
- c. The site sketch includes existing structures, includes distances from property lines and road right-of-ways. Also included is the proposed structure(s) including location, dimensions and shape.
- d. Existing land deed issues such as leases or easements.

New Business:

Consensus agreement: essential need for position of Zoning Administrator”.

Motion to adjourn at 7:20 p.m.: Elgon

Second to motion: Ken

Unanimous approval

Next regularly scheduled meeting: Tuesday, August 14, 2018, 6 p.m. Superior Township Hall.

Respectfully,

Matthew Maki
Secretary