

Superior Township Planning and Zoning Committee  
Brimley, Michigan 49715  
May 11, 2021

Minutes

**Call to order:** Matt Maki called the meeting to order at 6:05p.m.

**Present:** Ken Belk, Elgon Ellis, Matthew Maki, Rick Orsborne

**Absent:** Jo Harris, George Kinsella

**Motion to approve agenda**

Motion to approve: Ken

Motion seconded: Elgon

Motion passed unanimously

**Public Comment** (3 Minutes per commenter).

**Old Business.**

**New Business**

1. Variance request presentation from Charity Bonga and Bruce Haveman

- Ordinance definition p 19

- Process for Request for Variance, Article 16 pp 100-103

- Administration and Enforcement, Section 17.02 p 104 re: Building Permit requirement

Discussion: Charity presented information and a request to approve building a pole barn on property located on Kinsella Road, Raco. As no residence is included, the only issue was whether the proposed pole barn would fit on that property in accordance with existing setback requirements. The proposed structure does fall within the setback guidelines, thus, there was no issue requiring a variance. Charity and Bruce will coordinate with Rick Orsborne to verify measured distances to the structure prior to commencing construction.

2. Zoning Administrator report, activities (Building Permits, variances, blight, other issues). Rick gave a summary of projects that have been approved and now are in motion. He also notified the Planning Zoning Committee of a Blight Ordinance Process used in Munising. That process may be a suitable model for Superior Township to consider. Rick will bring the matter to the Township Board for further consideration.

2. Status of Ordinance Review: Recommended changes, additions, corrections or updates to frame the updated ordinance, with corrections to existing Ordinance have been presented to Township Board and is continuing in the process leading toward approval.

**Additional Business**

Upon the completion of the Ordinance review, the rationale for twice-monthly meetings of the Planning and Zoning Committee is completed. The committee may return to a once-per-month meeting schedule (2<sup>nd</sup> Tuesday of each month). However, the benefit of meeting additionally once per quarter has merit to devote an entire meeting just to Planning issues and discussion.

**Motion (Elgon): To resume once-a-month meetings for regular Planning and Zoning Business, and to retain an additional once-per-quarter (May, August, November, February) on the Monday prior to that quarter's regularly scheduled meeting, effective May 2021.**

**Motion seconded (Ken)**

**Motion passed unanimously**

Next Scheduled meeting: Tuesday, June 8, at 6 p.m. at the Township Hall

There being no further business to discuss, the meeting adjourned at 6:55 p.m.

Matthew Maki

Secretary, Acting Chair, Planning and Zoning Committee

**Superior Township Planning and Zoning Committee**  
Brimley, Michigan 49715  
June 8, 2021

**Call to order:** Matt Maki called the meeting to order at 6 p.m.  
**Present:** George Kinsella, Rick Orsborne, Ken Belk, Matthew Maki  
**Absent:** Jo Harris, Elgon Ellis

**Motion to approve agenda. Motion carried**  
Motion to approve: George  
Motion seconded: Rick

**Minutes from May 11, 2021. Motion carried**  
Motion to approve: Ken  
Motion seconded: Rick

**Public Comment** (3 Minutes per commenter).

**Old Business.**

1. Blight Ordinance Process used in Munising. Rick will bring the matter to the Township Board for further consideration at the next Township Board Meeting, June 22, 2021.
2. Status of Ordinance Review: Recommendations to existing Ordinance have been presented to Township Board and is continuing in the process leading toward a decision.

**New Business**

1. Request from Jason Garvon for locating shed on his property is approved.
2. Zoning Administrator report: pending meeting with the County Animal Control Officer to review and make recommendations for potential adoption in our Ordinance.

**Additional Business**

Next Scheduled Zoning meeting: Tuesday, July 13, 6 p.m. at the Township Hall

**Motion to adjourn** at 6:54 p.m. (George). Motion seconded: Ken. Motion carried.

Matthew Maki

Secretary, Acting Chair,  
Planning and Zoning Committee

Superior Township Planning and Zoning Committee  
Brimley, Michigan 49715  
July 13, 2021

**Call to order:** Matt Maki called the meeting to order at 6:04 p.m.

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

**Absent:** Jo Harris

**Motion to approve agenda amended moving** Item 1 *New Business* to follow Public Comments.

Motion to approve: Elgon

Motion seconded: Ken

Motion carried

**Motion to approve Minutes from June 8, 2021.**

Motion to approve: George

Motion seconded: Rick

Motion carried

**Public Comment** (3 Minutes per commenter).

**Old Business.**

1. Blight Ordinance Process used in Munising. Rick will bring the matter to the Township Board for further consideration at the next Township Board Meeting, June 22, 2021.

2. Zoning Administrator report: pending meeting with the County Animal Control Officer to review and make recommendations for potential adoption in our Ordinance.

**New Business**

Three separate topic presentations moved to precede New Business to expedite guest presentations as a courtesy.

1. Vince Gross: request action on uncut lawn as a blight issue. Will forward to Board.
2. Donnie Slater: request to relocate trailer/deck in same footprint. Consensus to approve.
3. Edward Roof: request to place shed along forested property line. Consensus to approve.

**Additional Business**

Next scheduled meetings:

Monday, August 9, 6 p.m. at the Township Hall

Tuesday, August 10, 6 p.m. at the Township Hall

**There being no further business, the meeting adjourned at 7:01 p.m.**

Matthew Maki  
Secretary, Acting Chair,  
Planning and Zoning Committee

Superior Township Planning and Zoning Committee  
Brimley, Michigan 49715  
August 10, 2021

Minutes

**Call to order:** Matt Maki called the meeting to order at 6 p.m.

**Present:** Ken Belk, Elgon Ellis, Jo Harris, George Kinsella, Matthew Maki, Rick Orsborn

**Absent:** None

**Motion to approve agenda**

Motion to approve: George

Motion seconded: Jo

Motion carried

**Minutes from July 13, 2021.**

Motion to approve: Jo

Motion seconded: Elgon

Motion carried

**Public Comment** (3 Minutes per commenter).

**Old Business.**

1. Blight Ordinance Process used in Munising. *Rick announced that Rich Phillips had retrieved an Ordinance dating from 1919, still in effect, that addressed both noise, number of animals in a kennel, and related matters. The plan is to meet with the local owner of the animals in question.*
2. Zoning Administrator report: pending meeting with the County Animal Control Officer to review and make recommendations for potential adoption in our Ordinance. *Rick's findings about the 1919 Ordinance addresses this issue as well and is pending follow-up meeting.*
3. Status of Township Ordinance update since forwarded to the Township Board. *No change*

**New Business**

1. Zoning Administrator Report. *Addressed in Old Business and in Item 2 below. Passmore property blight issue still pending for next step. The County Health Board has expressed concern with one well on one property being used to provide water to several separate dwellings on several separate properties. More to follow.*
2. Discussion on property owner request to construct a camper canopy. *The Zoning Administrator addressed requirements for granting approval for a proposed structure that did not meet zoning requirements. Discussion with the property owner included the use of plat maps, the current Ordinance language, an approval flow chart, and clarifications to questions regarding the process for approval as well as any potential action through the Zoning Board of Appeals.*

**Additional Business**

Ken asked about enforcement of the Ordinance requirement to remove political campaign sign within 14 days of an election, noting signs from the November 2020 election were still up. Discussion addressed the need for enforcement for any signs on a public road right of way, as well as noting that signs on private property not on a public road right of way are not addressed.

**Next scheduled meeting:** Tuesday, September 14, 6 p.m. at the Township Hall

There being no further business the meeting adjourned at 7:02 p.m.

**Motion to adjourn:** George

**Motion seconded:** Elgon

Motion approved

Matthew Maki

Secretary, Acting Chair,  
Planning and Zoning Committee

Superior Township Planning and Zoning Committee  
Brimley, Michigan 49715  
September 14, 2021

**Call to order:** Matt Maki called the meeting to order at 6:01 p.m.  
**Present:** Jo Harris, George Kinsella, Matthew Maki, Rick Orsborne  
**Absent:** Ken Belk, Elgon Ellis

**Motion to approve agenda**

Motion to approve: George  
Motion seconded: Rick  
Motion carried

**Minutes from August 10, 2021.**

Motion to approve: George  
Motion seconded: Jo  
Motion carried

**Public Comment** (3 Minutes per commenter).

**Old Business.**

1. Status of Township Ordinance update since forwarded to the Township Board. *Pending*
2. Status on removal of old campaign signs on public road right of way. *Complete*
3. Status of old (1919) Ordinance regarding animal noise, number of animals. *In progress*
4. County Animal Control Officer recommendations for updated Ordinance. *In progress*
5. County Health Department and Superior Township *continuing review* of unauthorized, unmonitored water system operating within the authorized Township water system, and the disposition of a not yet removed, still in-place septic tank that was addressed in 2019.

**New Business**

1. Zoning Administrator Report: *Currently 4 building permit applications being reviewed.*
2. Susan Morningstar request for building permit. *Approved for garage with no residency.*
3. Passmore building *continuing review* with pending Township Attorney recommendations

**Additional Business**

Next scheduled meeting:  
Tuesday, October 12, 6 p.m. at the Township Hall

**There being no further business, the meeting adjourned at 7:00 p.m.**

Matthew Maki

Secretary, Acting Chair,  
Planning and Zoning Committee

Superior Township Planning and Zoning Committee  
Brimley, Michigan 49715  
October 12, 2021

Minutes

**Call to order:** Matt Maki called the meeting to order at 6:03 p.m.

**Present:** Ken Belk, Elgon Ellis, Jo Harris, George Kinsella, Matthew Maki, Rick Orsborne

**Absent:** None

**Motion to approve agenda**

Motion to approve: George

Motion seconded: Jo

Motion carried

**Minutes from September 14, 2021.**

Motion to approve: Rick

Motion seconded: Elgon

Motion carried

**Public Comment** (3 Minutes per commenter).

**Old Business.**

1. Status of Township Ordinance update since forwarded to the Township Board. *Pending*
2. Status of old (1919) Ordinance regarding animal noise, number of animals. *In progress*
3. County Animal Control Officer recommendations for updated Ordinance. *In progress*
4. County Health Department and Superior Township *continuing review* of unauthorized, unmonitored water system operating within the authorized Township water system, and the disposition of a not yet removed, still in-place septic tank that was addressed in 2019. *The jurisdiction for addressing this issue is the Township DPW water board. Elgon will notify that body of this so they may take this up at their next meeting.*
5. Passmore building pending Township Attorney recommendations. *Continuing Review*

**New Business**

1. Discussion about Grosbeck, an unimproved and undeveloped road, and whether the 10 foot setback applies when a property owner places a structure and is making improvements on that structure without a building permit or Zoning Administrator prior approval. Because the property owner does not own the unimproved and undeveloped road adjacent to his property the 10 foot setback restriction applies and the property owner must obtain proper documentation to authorize placing the structure in violation of the 10 foot set back, or remove the portion of the structure not in compliance with the requirement.

2. Zoning Administrator Report:

The Zoning Administrator will assess a \$100 fine for violation and noncompliance with the ordinance requiring Zoning Administrator approval, building permit, and compliance with the 10 foot setback in accordance with Article 17, Section 17.04 (B), page 105.



Superior Township Planning and Zoning Committee  
Brimley, Michigan 49715  
November 9, 2021

**Call to order:** Matt Maki called the meeting to order at 6:04 p.m.

**Present:** Ken Belk, Elgon Ellis, Jo Harris, George Kinsella, Matthew Maki, Rick Orsborne

**Absent:** N/A

**Motion to approve agenda**

Motion to approve: George

Motion seconded: Elgon

Motion approved

**Minutes from October 12, 2021.**

Motion to approve: George

Motion seconded: Elgon

Motion approved

**Public Comment** (3 Minutes per commenter).

**Old Business.** The following had updated taken as indicated by italicized text.

1. Status of Township Ordinance update since forwarded to the Township Board. *Pending*
2. Status of old (1919) Ordinance regarding animal noise, number of animals. *In progress*
3. County Animal Control Officer recommendations for updated Ordinance. *In progress*
4. County Health Department and Superior Township *continuing review* of unauthorized, unmonitored water system operating within the authorized Township water system, and the disposition of a not yet removed, still in-place septic tank that was addressed in 2019. *The jurisdiction for addressing this issue is the Township DPW water board. Elgon will notify that body of this so they may take this up at their next meeting.*
5. Passmore building pending Township Attorney recommendations.  
Following discussion during the Planning Meeting November 8, 2021 at the Township Hall, the planning committee made the following recommendation:  
**Motion:** (Jo) *Superior Township should move forward with the letter from the Township Attorney to the Passmores in reference to the blighted buildings in downtown Brimley.*  
Motion seconded, (Elgon) Motion carried
6. Discussion about Grosbeck, an unimproved and undeveloped road, and whether the 10 foot setback applies when a property owner places a structure and is making improvements on that structure without a building permit or Zoning Administrator prior approval. Because the property owner does not own the unimproved and undeveloped road adjacent to his property the 10 foot setback restriction applies and the property owner must obtain proper documentation to authorize placing the structure in violation of the 10 foot set back, or remove the portion of the structure not in compliance with the requirement. *Progress status: The Committee discussed the possibility of having the Township Attorney present at a meeting to be determined that would include the Planning Zoning Committee, Zoning Administrator, and the property owner.*

**New Business**

Zoning Administrator Report:

1. The Zoning Administrator assessed a \$100 fine for violation and noncompliance with the ordinance requiring Zoning Administrator approval, building permit, and compliance with the 10 foot setback in accordance with Article 17, Section 17.04 (B), page 105.
2. A second fine of \$200 against the same individual (item 1) for continued noncompliance with the Township Ordinance is being assessed.
3. For the above individual, a building permit may be issued after paying the cumulative \$300 in fines and a penalty equaling twice the cost of a building permit.

**Additional Business**

Next scheduled meetings:

Tuesday, December 14, 6 p.m. at the Township Hall (Zoning)

**Adjournment.** There being no further business, the meeting adjourned at 7:04 p.m.

Matthew Maki

Secretary, Acting Chair,  
Planning and Zoning Committee

Superior Township Planning and Zoning Committee  
Brimley, Michigan 49715  
December 14, 2021  
Minutes

**Call to order:** Meeting to order at 6:02 p.m.

**Present:** Elgon Ellis, Jo Harris, George Kinsella, Matthew Maki

**Absent:** Ken Belk, Rick Orsborne

**Motion to approve agenda**

Motion to approve: Jo

Motion seconded: George

Motion approved

**Minutes from November 9, 2021.**

Motion to approve: George

Motion seconded: Elgon

Motion approved

**Public Comment** (3 Minutes per commenter).

**Old Business.** The following are continuing actions as indicated by italicized text (items 1-4) or are listed if there are any follow-up comments or conclusions (items 5, 6).

1. Status of Township Ordinance update since forwarded to the Township Board. *Pending*
2. Status of old (1919) Ordinance regarding animal noise, number of animals. *In progress*
3. County Animal Control Officer recommendations for updated Ordinance. *In progress*
4. County Health Department and Superior Township *continuing review* of unauthorized, unmonitored water system operating within the authorized Township water system, and the disposition of a not yet removed, still in-place septic tank that was addressed in 2019. *Elgon notified the water board members and will commence regular meetings January 18, 2022 and monthly thereafter to address these issues and other topics.*
5. Passmore building pending Township Attorney recommendations.  
Following discussion during the Planning Meeting November 8, 2021 at the Township Hall, the planning committee made the following recommendation:  
**Motion:** (Jo) Superior Township should move forward with the letter from the Township Attorney to the Passmores in reference to the blighted buildings in downtown Brimley.  
**Motion seconded,** (Elgon) Motion carried  
*George stated the lawyer has been provided with this information who will be developing a letter addressing the blight buildings.*
6. Discussion about Grosbeck, an unimproved and undeveloped road, and whether the 10 foot setback applies when a property owner places a structure and is making improvements on that structure without a building permit or Zoning Administrator prior approval. Because the property owner does not own the unimproved and undeveloped road adjacent to his property the 10 foot setback restriction applies and the property owner must obtain proper documentation to authorize placing the structure in violation of the 10 foot set back, or remove the portion of the structure not in compliance with the requirement. *Progress status: The Committee discussed the possibility of having the Township Attorney present at a meeting to be determined that would include the Planning Zoning Committee, Zoning Administrator, and the property owner.*

**New Business**

**Zoning Administrator Report:**

1. Current actions: Nothing new to report, monitoring pending actions.

2. **Motion:** (Jo) That existing fines for noncompliance with the ordinance by the property owner on Grosbeck (reference italicized update below) shall remain in place but additional fines will be paused in the interim until May 1, 2022, when additional fines may accrue if the property is not brought into compliance and completed by May 8, 2022.

*Update from November 9, 2021 actions (below)*

1. *The Zoning Administrator assessed a \$100 fine for violation and noncompliance with the ordinance requiring Zoning Administrator approval, building permit, and compliance with the 10 foot setback in accordance with Article 17, Section 17.04 (B), page 105.*
2. *A second fine of \$200 against the same individual (item 1) for continued noncompliance with the Township Ordinance is being assessed.*
3. *For the above individual, a building permit may be issued after paying the cumulative \$300 in fines and a penalty equaling twice the cost of a building permit.*

**Motion seconded:** Elgon. Motion carried.

**Additional Business**

Next scheduled meeting:

Tuesday, January 11, 2022, 6 p.m. at the Smart House (Zoning) as it is available to resume meetings there. A revised calendar will be distributed showing this change.

**Adjournment.** There being no further business, the meeting adjourned at 6:50 p.m.

Matthew Maki

Secretary, Acting Chair,  
Planning and Zoning Committee