

MEETING MINUTES - DRAFT

Augusta Charter Township Regularly Scheduled Planning Commission Meeting

Township Hall Wednesday
March 15, 2017 6:30 p.m.

1. Call to Order

The meeting was called to order by Chair Chie at 6:30 p.m.

2. Pledge of Allegiance

All in the room arose, faced the flag, and stated the Pledge of Allegiance.

3. Roll Call and Recognition of Visitors

In Attendance: Bennett, Chie, Howard, Lauderman Jr., ~~Newsome~~, Selter, ~~Spence~~. Planner Kreps was in attendance. There were 2 audience members in attendance.

4. Approval of Agenda

Chair Chie noted the need to add to agenda the Election of Officers. Motion by Bennett, support by Howard to approve agenda as amended. Motion carried unanimously.

5. Approval of Minutes

- a. ATPC Regular Meeting Minutes from December 16, 2016: Motion by Howard, support by Lauderman Jr. to approve minutes as presented. Motion carried unanimously.

6. Election of Officers

- a. Motion to open elections by Bennett, support by Lauderman Jr. Motion passed unanimously. Bennett recommends Chie as Chair, Selter as Secretary, Lauderman Jr. as Vice Chair. Motion by Chie, support by Howard to approve slate. Motion passed unanimously.

7. Public Hearings

- a. None

8. Business Items

- a. Comprehensive Zoning Ordinance Amendment –Township Board revisions to proposed roles and responsibilities. Continued discussion. Set public hearing.

November Board meeting discussion for all specific duties to be generalized in the ordinance as well as a few other changes. Needs to be a way to know who is responsible for which duties. An executive committee met to review ordinance and discussed each role individually and who should be assigned. Admin Asst. is well defined, as well as Clerk and Supervisor duties. Removed generalized duties and assigned to positions. Some duties done by Clerk would more appropriately be done by Admin. Asst. She (Heather) had already been doing many. Appropriate Clerk duties (notifications from the Board, etc.) remained assigned to Clerk. Duties related to paperwork processing tasks were reassigned, but money-related and authority-related duties were not.

Currently ATPC meets to set public hearings. Draft suggestion changes this, so a meeting is not required to set a public hearing. When application is received, CW can set public hearings as appropriate and notify ATPC

through standard procedures prior to monthly meeting, rather than waiting for regular meeting to set hearing and another regular meeting to hold hearing.

Other proposed amendments have been approved and have had public hearing review. They are noted as new, but don't have to republish or have another hearing. Only the additional amendments need to be discussed at public hearing.

Chie asked if there will be job descriptions written for each role. Kreps indicated that this is not included in the zoning ordinance. It does clearly state in the ordinance generally who is responsible for duties. Howard noted that there is a lot of paperwork that needs to be fully addressed. Statutory duties are spelled out. Deputies are restricted to doing only what their appointing officer assigns. Employees have very clear job descriptions. The officers are in the process of writing job description of Admin. Asst. Receptionist position is defined. All info can be made available. Howard will get copies of job descriptions to Jerry Chie.

Audience member Tobler stated that zoning ordinance with amendments generally tells ATPC what positions entail and who is responsible for which duties.

Lauderman Jr. asked about receiving copy of zoning ordinance – Kreps noted: have public hearing, make recommendation to Board, Board approves, then PC members get copies. Bennett noted that Howard sent some emails with some duties spelled out (mostly Clerk). Howard noted that there was nothing in planning enactment and zoning laws stating Clerk had to perform all the duties she was doing. Next board meeting is March 27, 2017.

Motion by Bennett, support by Lauderman Jr. to set public hearing to review zoning ordinance amendments on April 19, 2017. Motion passed unanimously.

Howard questioned about notices to the paper. Amendments struck posting notices Section H Article 6 page 37 (page 168 online). Who gives notice to paper? Again on page 16-1, who provides the notice? Kreps said the notice procedure should be forwarded to one section where it resides. Kreps will make sure that section is up-to-date and included in the ordinance. Howard located Section (typo) 14-12. This section specifies Zoning Administrator performing notice duties. Tobler suggested using "Planner"? Kreps thinks Zoning Administrator is appropriate (they are typically not separated). After discussion ATPC agreed to leave as-is.

8. Public Comment

None

9. Communications

Question from Chie about ZBA meeting cancellation. Applicant is requesting to build deck on common area which HOA had already denied. ZBA can't give a variance on property that the applicant does not own. Howard noted Mr. Price has been appointed to the ZBA and Mrs. McMahan is no longer on the ZBA.

10. Adjournment

Motion by Lauderman Jr, support by Bennett for adjournment. Motion carried unanimously and meeting was adjourned at 7:05 p.m.