

**Columbia Township
Planning Commission Meeting Minutes
October 8, 2013**

- 1) Meeting called to order by Chairman Gaede at 6:00 pm.
- 2) Roll Call Mahr, McKay, Gaede, Reynolds, Jeffreys and Willerer.
Absent Jarvis.
- 3) Approval of Agenda Willerer made motion to approve the agenda, seconded by Jeffreys.
Vote taken. Ayes All Motion Passed.
- 4) Approval of Previous Meeting Minutes. Motion by Willerer to approve the minutes of the
September 24th 2013 meeting, seconded by Mahr. Vote taken. Ayes All Motion Passed.
- 5) Public Comments None
- 6) Unfinished Business. Gaede opened meeting by advising the Commission that the October 1,
2013 meeting was not published properly prior to October 1, 2013, there for the meeting was
than cancelled. Gaede than directed the Commission back to **Section 2.7 Timely Action on
Applications to reconsider actions taken concerning this section at the September 17th
meeting.**

Section 2.7 Timely Action on Applications.

A. General Intent **Approved as written.**

B. Specific Guidelines. **Approved as written.**

1. Applications Requiring Zoning Administrator Action: Change within fifteen (15) days to **Six (6) working days.**
2. Applications Requiring Planning Commission Action: Change within ninety days (90) to **Thirty (30) working days.**
3. Applications Requiring Township Board Action: Change within ninety days (90) to **Thirty (30) working days.**
4. Applications Requiring Zoning Board of Appeals Action: Change within ninety days (90) to **Thirty (30) working days.**
5. Public Hearing Notices: **Approved as written.**

Section 16.4 Jurisdiction **Approved as written**

Section 16.5 Appeals for Administrative Reviews

A. Authority **Approved as written.**

B. Standards **Approved as written.**

C. Procedures:

1. Application Requirements **Approved as written.**

2. Stay: **Remove the word would after** officer or body.

3. Record of Facts/Transmission of Record: **Please explain ZBA shall not consider new information.**

4. Hearing: **Change chairperson to Zoning Administrator** shall fix a reasonable time and date.

5. Decision: **Approved as written.**

Section 16.6 Interpretations.

A. Authority: **Please explain ZBA or Planning Commission Authority.**

B. Procedures:

1. Application Requirements: **Please Explain.**

2. Hearing: **Please Explain**

3. Decision: **Approved as written.**

a. **Please explain.**

b. **Approved as written.**

Section 16.7 Variances

A. Authority: **Approved as written.**

B. Standards: **word All Whats the purpose??**

1. **Approved as written.**
2. **Why this statement, please explain. Very interpitive.**
- 3 thru 7 **Approved as written.**

C. Procedures

1. Application Requirements: **Add A complete detailed survey showing all structures, utilities and easements on the property must be submitted whena variance for a set-back or lot coverage is requested. Spelling applicant may choose to.**

2. Hearing: **Change Chairman to Zoning Administrator.**

3. Decision: **Approved as written.**

a. **Change ZBA to Zoning Administrator.**

b. **Change ZBA to Zoning Administrator may extend.**

c. **Change ZBA to Zoning Administrator.**

Section 16.8 Review by Circuit Court

A. Circuit Court Review: **Change Chairperson to Secretary. Please clarify 30 Day and 21 Day periods.**

1 thru 4 **Approved as written.**

Zoning Map and Text Amendments

Section 17.1 Purpose **Approved as written.**

Section 17.2 Initiation of Amendments **Approved as written.**

Section 17.3 Procedures

A. Application, Distribution and Data: **Add other appropriate county and state agency's after staff, consultants and**

1. **Approved as written.**

a., b, c and d **Approved as written**

B Planning Commission Action

1. Public Hearing **Rewrite as follows** **The Planning Commission shall review the application materials. Any application not properly filed or complete may be returned to the applicant with a written notice of deficiencies. Upon finding that the application materials are satisfactorily complete the Zoning Administrator shall establish a date and time for a public hearing on the application.**

2. Planning Commission Review/Recommendation: **Approved as written.**

a, **Approved as written**

1 thru 9 **Approved as written.**

b. **Approved as written.**

1 thru 3 **Approved as written.**

3. Planning Commission Recommendation **Change Jackson County Metropolitan to Jackson County Planning Commission.**

C. Township Board Action

1. **Approved as written.**

a. **Approved as written.**

b. **Please Explain, Why??**

D. Publication of Notice of Ordinance Amendments: **Approved as written.**

1. Effective Date: **Approved as written.**

Section 17.4 Resubmittal **Change Planning Commission to be valid to Zoning Administrator to be valid.**

7) New Business None

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8) Commissioner Comments Gaede discussed draft dated September 23, 2013.
McKay discussed draft of September 23, 2013.

9) Future Meetings Next meeting is October 15, 2013 at 6:00 pm.

10) Public Comments None.

11) Adjournment Motion by Reynolds to adjourn seconded by Jeffreys. Vote taken Ayes All
Motion Passed Adjourned at 9:10 pm.

Respectfully Submitted

A handwritten signature in black ink, appearing to read 'Philip Reynolds', with a large, sweeping flourish at the end.

Philip Reynolds