

Columbia Township
Planning Commission Meeting Minutes
September 17, 2013

- 1) Meeting called to order by Chairman Gaede at 6:00pm.
- 2) Roll Call: Jarvis, Mahr, Gaede, Reynolds and Willerer. Jeffreys arrived at 6:10pm.
Absent McKay
- 3) Public Comment None
- 4) Approval of Minutes, General discussion corrected spelling of amendments, then, added Planning to Jackson County. Willerer motioned to approve minutes, seconded by Jarvis.
Vote taken Ayes All Motion Passed.
- 5) Purpose of Meeting
 - a Approval of Agenda.Reynolds motioned to approve Agenda seconded by Willerer.
Vote taken Ayes All Motion Passed.
- 6) Old Business
 - a Continue New Ordinance Development by Review of Draft: July 30, 2013.

Gaede opened by stating more drafts are on the way and should be here soon.

Members started discussion per Section 2.4 Zoning Permit Application and Review Procedures. Members added **or a Office Representative** at the September 3, 2013 meeting after discussion members now ask that **or a Office Representative be removed.**

Discussion than proceeded to page 2-3 Single Family and Two- Family Dwellings/Plot Plan Approval

2 Application Review **Approved as written.**

3 Action on Application **Add shall be made within 15 working days** of the receipt of a complete application.

4 **Approved as written**

5 **Approved as written**

C Permit Withholding. Revocation and Expiration.

- 1 Withholding Permit **Approved as written.**
- 2 Revocation **Approved as written.**

3 Expiration of Permit
a **Approved as written.**

1) **Approved as written.**

b. **Approved as written.**

1) **Approved as written.**

2) **Approved as written.**

c **Approved as written.**

d **Approved as written.**

Section 2.5 Building Permit/Permit of Occupancy Required

- A. Building Permit: **Approved as written**
- B. Occupancy Permits: **Approved as written.**

Section 2.6 Performance Guarantee

- A. Authority, Purpose, and Timing. **Approved as written.**
- B. Improvements Covered. **Approved as written.**
- C. Return of Performance Guarantee: **Approved as written.**
 1. Lack of Full Completion: **Approved as written**

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: **Approved as written.**
2. Applications Requiring Planning Commission Action: **Approved as written.**
3. Applications Requiring Township Board Action: **Approved as written.**
4. Applications Requiring Zoning Board of Appeals Action: **Add Where a Public Hearing is required to be held, this time frame shall be extended by thirty (30) days.**
5. Public Hearing Notices: **Approved as written.**

Section 2.8 Application Fees

- A. Application Fees Required: **Approved as written.**
- B. Professional Review and Fee: **Approved as written.**

Section 2.9 Site Inspection

**Change the word molest to better verbage with a clearer meaning.
Add at Owners Expense after search warrant.**

Section 2.10 Violations, Penalties and Remedies

- A. Violations are a Nuisance Per Se: **Approved as written.**
- B. Procedures
 - 1. Notice of Violation: **Approved as written.**
 - a. **Approved as written.**
 - b. **Approved as written.**
 - 2. Stop work Order: **Approved as written.**
- C. Misdemeanors, Civil Infractions and Penalties: **Approved as written.**
 - 1. Municipal Civil Infraction: **Approved as written.**
- D. Lien: **Approved as written.**

Section 2.11 Public Hearing Notices

- A. Hearing Notice Content: **Approved as written.**
 - 1. **Approved as written.**
 - 2. **Approved as written.**
 - 3. **Approved as written.**
 - a. **Approved as written.**
 - b. **Approved as written.**
 - 4. **Approved as written.**
- C. Timing of Notice and Determination of Notice Given: **Approved as written.**
- D. Confirmation of Notices Made by Mail or Personal delivery: **Approved as written.**

Section 14.1 Purpose **Approved as written.**

Section 14.2 Site Plan Approval Required.

A. **Approved as written.**

1, 2, 3, 4, 5, 6, 7 and 8 **Approved as written.**

B. Exceptions: **Approved as written.**

Section 14.3 Review Procedures

A. Optional Preliminary Plan: **Approved as written.**

1. Level of Detail: **Approved as written.**

2. Approval Standards: **Approved as written.**

3. Approval Period: **Approved as written.**

B. Final Site Plan Application Submittal, Distribution and Date:

Change twenty (20) days to **thirty (30) working days.**

1. Format of Site Plan: **Approved as written.**

a. **Approved as written.**

2. Site Plan Information: **Approved as written.**

a, b, c, d, e, f, g, h, I, j, k, l, m, n, o, p, q, s and t. **Approved as written.**

Item r **Add County** A statement identifying all federal, state, **county** and local permits required, if any.

C. Planning Commission review and Action on Final Site Plan: **Approved as written.**

1. Fully Revised Final Site Plan: **Approved as written.**

2. Issuance of Zoning Permit: **Approved as written.**

3. Building Permit Required: **Approved as written.**

D. Approved Site Plans:

Please clarify why would a ZBA variance be necessary prior to site plan approval???

E. As- Built Drawings **Approved as written.**

Section 14.4 Site Plan Approval Standards

A. Specific Site Development Standards **Approved as written.**

B. General Site Plan Approval Standards: **Approved as written.**

1, 2, 3 and 4 **Approved as written.**

5 **Add a list of permits required and who is the approval authority.**

6 **Add h** to word **were** practical.

7, 8 and 9 **Approved as written.**

Discussion on draft stopped at the end of 14.4

Gaede discussed meeting dates.

8) Public comments None.

9) Commissioner Comments None

10) Adjournment

Motion by Reynolds to Adjourn seconded by Willerer. Vote taken Ayes All Motion Passed
Adjourned at 9:05 pm.

Respectfully Submitted

A handwritten signature in blue ink, appearing to read 'Philip Reynolds', is written over the typed name.

Philip Reynolds