

# Milton Township

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## Planning Commission Members

Kara Boyles, Jeremy Clanton, Ron Jureziz, Richard Hebard, Geoff Klopenstine, Karen Shirk, Kelly Sweeney

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### Final Minutes for Milton Township Planning Commission Meeting Milton Township Hall – 32097 Bertrand St., Niles, MI January 13, 2014 7:00 P.M.

#### Call to Order/Pledge of Allegiance:

- Meeting was called to order at 7:02 PM
- Pledge of Allegiance was recited.
- All were present

#### Election of Planning Commission Officers – 2014

Motion: Jeremy made a motion to nominate Richard Hebard for chairperson of the Planning Commission

Seconded: Ron

Discussion: None

Vote: All in Favor: 7 Nays: None

#### **Motion passed after a roll call vote**

Those voting “yes” were: Kelly, Geoff, Jeremy, Kara, Karen, Ron, Richard

Those voting “no” were:

Those abstaining were:

Those absent were:

Motion: Kara made a motion to nominate Karen Shirk for vice-chairperson of the Planning Commission

Seconded: Geoff

Discussion: None

Vote: All in Favor: 7 Nays: None

#### **Motion passed after a roll call vote**

Those voting “yes” were: Ron, Kara, Karen, Geoff, Jeremy, Kelly, Richard

Those voting “no” were:

Those abstaining were:

Those absent were:

Motion: Jeremy made a motion to nominate Kelly Sweeney for secretary of the Planning Commission

Seconded: Kara

Discussion: None

Vote: All in Favor: 7 Nays: None

#### **Motion passed after a roll call vote**

Those voting “yes” were: Kelly, Geoff, Jeremy, Kara, Karen, Ron, Richard

Those voting “no” were:

Those abstaining were:

Those absent were:

#### Anyone Wishing to Speak to the Planning Commission: (3 min/person)

Brad Badertscher, introduced himself as a new resident of the township.

### Approval of Agenda:

- Current agenda was approved

### Approval of Previous Minutes:

Motion: Geoff made a motion to approve the minutes from the 12-02-2013 meeting as corrected  
Seconded: Ron  
Discussion: 1 Correction—the word build was replaced with built  
Vote: All in Favor: 7 Nays: None  
**Motion passed**

### Community Reports:

1. **Zoning Administrator**-2 site plans were approved-both for new homes. One in Kestrel Hills and one in Cambridge Court. Numerous public notices were published. Cass County Road Commission heard our Zoning Variance and their recommendation was favorable.
2. **Township Board Representative**-Kelly Sweeney-Ex-Officio-gave his report which included an update on the township hall building project, the township logo, 2014 meeting dates, use of credit cards for payment of other fees, selection of a towing company and recommendation to help fund a study for Gunwood & Redfield.
3. **Zoning Board of Appeals Representative**-Jeremy Clanton gave his report which stated that the ZBA did not meet and is not planning a meeting in the near future.

### Old Business:

1. **Three (3) Year Road Plan-Recommendations to the Board of Trustees.**  
Joe Bellina and Christopher Bolt, from the Cass County Road Commission made a presentation on the condition of the roads in Milton Township. This was very informative and will allow the Planning Commission to develop a 5 year Road Plan at their next meeting, which is scheduled for February 3, 2014. Their presentation will be placed on the web once we receive an electronic version.
2. **Meeting Dates for 2014**

➤ January 6, 2014	➤ July 7, 2014
➤ February 3, 2014	➤ August 4, 2014
➤ March 3, 2014	➤ September 8, 2014
➤ April 7, 2014	➤ October 6, 2014
➤ May 5, 2014	➤ November 3, 2014
➤ June 2, 2014	➤ December 1, 2014
3. **Code of Conduct: Planning Commission members to discuss and/or adopt as a part of PC Bylaws**

Motion:	Jeremy made a motion to adopt the Planning Commission for Milton Township Code of Conduct with a change to item # 12 removing “not voting on the same issues twice by virtue of serving on two different bodies.”
Seconded:	Karen
Discussion:	No other corrections. Kelly will work with Cori to put in an official format and then the Planning Commission will sign at the next meeting.
Vote:	All in Favor: 7 Nays: None

**Motion passed after a roll call vote**  
Those voting “yes” were: Kelly, Geoff, Jeremy, Kara, Karen, Ron, Richard  
Those voting “no” were:

Those abstaining were:

Those absent were:

4. **Zoning Ordinance Discussion-Definitions for the new Zoning Ordinance Book**

The Planning Commission discussed the Definitions and were in agreement with all definitions with the exception of: Farm Market, Parcel, Plat, Plot Plan, Sustainable Design, and Wood Furnace.

These were returned to the PC sub-committee for further discussion. This document will be posted on the web and the file name is 20140113 Zoning Ordinance-Definition-CB.docx

5. **Zoning Ordinance Update – Subcommittee report on progress: *Note PC Members to have read the previously distributed Draft of Chapters 1-6***

Sub-committee has chapters 16 & 17 to complete and they the document will be ready for full review by the Planning Commission. Kelly will work with Cori to update the format and the final draft version ready for the February 3<sup>rd</sup>, 2014 meeting. At this time, the Zoning Administrator will make a brief presentation about the format and background work. The Planning Commission is then going to discuss the entire document at a Special Meeting scheduled for February 18, 2014 starting at 6:30 PM.

**New Business:**

1. Capstone Presentation by Ron Jureziz for Master Citizen Planner Certification.

- Right to Farm Act
- This presentation was postponed to the February 3, 2014 meeting.

2. Capstone Presentation by Karen Shirk for Master Citizen Planner Certification.

- Farm/Woodland and Open Space Preservation
- This presentation was postponed to the February 3, 2014 meeting.

**Board Member Comments:**

Kelly wanted to recognize our Clerk and her ability to save the township money. The total cost to have 5 members of the Planning Commission was \$1375.00 and Sue was able to get Grants and Funding so the net cost of the training was only \$600.00. Saving Milton Township \$775.00.

**Announcements:**

A Special Meeting for the Planning Commission is being Feb 18, 2014 at 6:30 PM, an agenda will be forthcoming.

**Adjournment:**

Motion: Jeremy made a motion to adjourn the meeting  
Seconded: Geoff  
Vote: All in Favor: 7 Nays: None  
**Motion passed**

Meeting was adjourned at 9:56 PM

Minutes respectfully submitted by Kelly Sweeney