



# Milton Township

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## Planning Commission Members

Kara Boyles, Jeremy Clanton, Richard Hebard, Geoff Klopenstine, Scott Kretchman, Karen Shirk, Kelly Sweeney

## Minutes for Milton Township Planning Commission Meeting Milton Township Hall 32097 Bertrand St., Niles, MI October 6, 2015 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 with the exception of Jeremy Clanton.

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

- None

### Approval of the Agenda:

Motion: Kelly made a motion to move New Business Item #1 prior to the Approval of the Previous Minutes.

Seconded: Geoff

**Motion passed.**

### New Business

#### 1. Planning Commission Leadership

Richard submitted his PC Chair resignation letter, but indicated he will remain on the PC.

Motion: Kelly made a motion to accept Richard's letter of resignation.

Seconded: Geoff

**Motion passed.**

Motion: Kelly made a motion to move Karen from Vice Chair to Chair based on the bylaws.

Seconded: Geoff

**Motion passed.**

Motion: Geoff made a motion to nominate Scott as the new Vice Chair.

Seconded: Kelly

**Motion passed.**

## **Approval of the Previous Minutes**

Motion: Kelly made a motion to accept the Minutes from the 8/4/15 Regular Meeting as presented.

Seconded: Geoff

**Motion passed.**

Motion: Geoff made a motion to accept the Minutes from the 8/20/15 Special Meeting as presented.

Seconded: Kelly

**Motion passed.**

Motion: Kelly made a motion to accept the Minutes from the 9/16/15 Regular Meeting as presented.

Seconded: Geoff

**Motion passed.**

## **Approval of the Annual Report**

Motion: Kelly made a motion to accept the Annual Report as presented.

Seconded: Geoff

**Motion passed.**

## **Community Reports**

1. Zoning Administrator presented her report.
2. Township Board Representative – The Township Board is looking forward to good things from the Planning Commission.
3. Zoning Board of Appeals Representative – no report

## **New Business**

2. Sign-In Sheet  
Two sign-in sheets were passed around for the past meeting as well as today's meeting.
3. Update PC member contact information  
Karen passed around a sheet and requested that the PC members update their contact information.
4. Discussion of Williams & Works contract for Zoning Ordinance consultation

Motion: Kelly made a motion to use the Planner of Record (W&W) to revise the current Zoning Ordinance DRAFT document with a fee not to exceed \$10,000 within a 4 month period.

Seconded: Geoff

Roll Call:

Scott           yes

Karen           yes

Kelly           yes

Geoff            yes  
Richard        yes  
Kara            yes  
**Motion passed.**

5. Assignment of sub-committee to work with Williams & Works

Kelly discussed the need to convene a sub-committee to work with W&W over the next few months to complete the Zoning Ordinance. Kelly and Karen are both willing to serve. In addition, Kelly stated that he feels that it would make sense to include a few members of the PC (Kelly and Karen), the Zoning Administrator and 2-3 other representatives of the community, based on the subject matter. Richard indicated that the additional members should be a part of the Township and bring diverse input to the committee.

Motion: Kelly made a motion to develop a subcommittee to work with W&W consisting of Karen, the ZA, and himself with input from the public on appropriate sub-sections (i.e., farmers in the agricultural section, homeowners in the subdivisions, etc.)  
Seconded: Kara  
**Motion passed.**

### **Old Business**

1. General discussion of draft Zoning Ordinance (PC members opinions on draft ordinance before changes made by previous consultant

Karen asked the members of the PC to bring forward any big, burning issues that they may have regarding the current version of the Draft Zoning Ordinance (i.e., issues that create difficulties for the Zoning Administrator, how does the ZO match up with the Master Plan, etc.)

### **Board Member Comments:**

- None

### **Adjournment:**

Motion: Kelly made a motion to adjourn the meeting.  
Seconded: Geoff  
**Motion passed.**

Meeting was adjourned at 8:34 PM.

Minutes respectfully submitted by Kara Boyles.