

Alaiedon Township Planning Commission
Regular Quarterly Meeting
Monday, June 15, 2020

The Alaiedon Township Planning Commission met Monday, June 15, 2020 at the Alaiedon Township Hall to hold its regular quarterly meeting.

Vice Chairman Roger Cook called the meeting to order at 7:00 p.m.

Roll call was taken. Present were Roger Cook, Barb Kranz, Beth Smith, Matt Oesterle and Kim Hafley. Absent were Laurie Koelling and Bill Schneider.

Matt Oesterle made a motion to approve the agenda. Barb Kranz seconded. Motion carried.

Beth Smith made a motion to approve the minutes with correction of typographical error of bars to barns (paragraph 10, line 3). Matt seconded. Motion carried.

Old Business:

Due to COVID-19, the Planning Commission has not met since February 3, 2020. The Planning Commission reviewed pending projects:

- Commercial Solar Energy Systems (CSES) Ordinance – Planning Commission wants to review the final version of the CSES draft amendment (after the changes identified in the February 3 meeting have been made) to the zoning ordinance before making a recommendation to the Board of Trustees.
- Residential Solar System Ordinance – Beth Smith will develop a residential solar zoning ordinance feature chart to be reviewed at the next Planning Commission Meeting. The Planning Commission’s goal is to clearly identify the components of the draft ordinance and deliver the information to Mark Eidelson of LandPlan so he can draft an amendment to the township zoning ordinance regarding residential solar systems.
- Event Barns – The Planning Commission concluded they needed to table discussion on a possible amendment to the zoning ordinance to address event barns until members are able to review the December 13, 2019 memo from LandPlan. Beth Smith also will confer with the Board of Trustees to gain clearer understanding of the timeline for this matter.

New Business:

Review new zoning ordinance administration forms from LandPlan.

- Planning Commission members agreed that overall the new forms make sense and should improve the consistency of the information being collected, provide the Board greater clarity in making decisions and reduce the time required by township office staff in collecting information. The Planning Commission did have several comments/questions that need to be addressed:
 - Email address for applicant(s) need to be added to all of the forms
 - Make sure the new forms are “user-friendly” and “practical.” The Planning Commission wants to make sure the forms have been “reviewed” and “tested” by township personnel for collecting information for common “real life” situations. Based on this review/testing additional changes may be needed.
 - Determine why 20 copies of supporting documents needed
 - Check with other townships using similar forms to identify best practices.
 - When permissible by Michigan Law and State of Michigan Building Code, change blueprint to scaled drawing.
 - Investigate using Google Docs to have forms available on the township website.
 - Other functionality to investigate including to the online process is attaching supporting documents
 - Adding hyperlinks in the forms to appropriate sections of the township zoning ordinance.

- Need clarification from Mark Eidelson on:
 - Why “special use permit” doesn’t apply to single dwelling zoning application form.
 - On the Zoning Permit Application for Commercial, Industrial, Multiple Family and Similar Uses/Structures
 - Is there any reason not to add “Special Use Permit” to the title of this form?
 - It appears 15.F needs more specificity or require applicant to complete the Special Use Permit form. If the later, does the current Special Use Permit form need to be updated? It seems that the township will still need this form to accommodate a person who wants to buy a property and wants to confirm that a Special Use Permit can be obtained prior to purchasing the land.
 - The Planning Commission requests clarification regarding the Affidavit of Approval for Submittal of Zoning Permit Application as it is the understanding of the Planning Commission that the owner is supposed to apply and submit the documents.
- Determine before new forms are implemented the “Requirements for a Building and Zoning Permit” sheet will need to be updated.
- Letters are fine.
- Members in attendance agreed that the Planning Commission needs to meet prior to its regularly quarterly meeting and is requesting members check availability for the first Monday in August where the agenda will include:
 - Review of additional information regarding new zoning ordinance administration forms including Mark Eidelson’s written responses to the above questions
 - CSES Zoning Ordinance Amendment Recommendation
 - Review of Residential Solar Chart prepared by Beth Smith
 - Event Barns – to be discussed depending upon Board of Trustee guidance.

Public Comment:

There was no public comment.

Matt Oesterle made a motion to adjourn. Barb Kranz seconded. Motion carried. Meeting adjourned at 8:05 pm.

Minutes respectfully submitted by Kim Hafley, Secretary