

**Mansfield Township
Planning Commission Meeting Minutes
First Quarter Meeting of 2016
April 12, 2016 at 6:00 P.M.-C.S.T.
Mansfield Township Hall**

The first quarterly meeting of the Mansfield Township Planning Commission was called to order by Chairman George Minerick at 6:00 p.m. with the Pledge of Allegiance.

Roll Call: George Minerick and Deborah Strelecki. Also present was Zoning Administrator Pam Minerick.

Absent: Bill Grabowski and Melvin Johnson.

Sworn In: William Fleming was sworn in as new planning commission member at 6:18 p.m.

Previous Meeting Minutes: A motion made by Bill Fleming and second by George Minerick to approve the December 8, 2015 meeting minutes as presented. All ayes. Motion carried.

Zoning Administrator's Report: Pam Minerick reported she had one site inspection on Way Dam road for a home and shop.

Old Business:

1. Update/rewrite of township Master Plan-Grabowski was absent – no update.
2. Lake Ellen Association, Bill Fleming, requested postponing ideas on how to strengthen our definition of KEYHOLING in the new Zoning Ordinance Book for L1 district until the June 14th meeting.

New Business: None.

Public Comments: None.

Board Privilege: Zoning Administrator, Pam Minerick, indicated she will bring samples of Master Plans from other townships so we can move forward with the development of Mansfield's master plan. The next scheduled quarterly meeting date was confirmed as Tuesday, June 14, 2016 at 6:00 p.m.

Adjournment: A motion made by Bill Fleming, and second by Deborah Strelecki to adjourn at 6:49 p.m. All in favor. All ayes. Motion carried.

Deborah Strelecki, Secretary
Planning Commission

**Mansfield Township
Planning Commission Meeting Minutes
Second Quarter Meeting of 2016
June 14, 2016, 6:00 P.M.-C.S.T.
Mansfield Township Hall**

The second quarterly meeting of the Mansfield Township Planning Commission was called to order by Chairman George Minerick at 6:00 p.m. with the Pledge of Allegiance.

Roll Call: Bill Grabowski, Bill Fleming, Melvin Johnson, Deborah Strelecki and George Minerick. Also present was Zoning Administrator Pam Minerick.

Absent: None.

Agenda: Additions include **new zoning fees approved** by the township board and are attached and included in the minutes as follows: **variance fee \$275, re-zone fee \$400, SLUP fee \$350 and zoning compliance permit fee is \$30.**

A motion made by George Minerick, second by Bill Fleming to name Bill Grabowski as the Vice Chair of the Planning Commission. All in favor. Motion carried.

Previous Meeting Minutes: A motion made by Bill Fleming and second by Deborah Strelecki to approve the April 12, 2016 meeting minutes as presented. All in favor. Motion carried.

Zoning Administrator's Report: Pam Minerick provided a written report.

Old Business:

1. Lake Ellen Association, Bill Fleming, provided written information on key holing and a revised definition. Discussion took place as to where it should be placed in the Zoning Book as it is applicable to all zoning in Section #201 under establishment of districts. Bill Fleming will develop a statement for review at the September meeting. Also discussed were the definition of livestock and government buildings.
2. Bill Grabowski briefly discussed the update/re-write of our township Master Plan. Deb Strelecki with help from the sub-committee will pull information together for the Master Plan.

New Business: None.

Public Comments: None.

Board Privilege: The next scheduled quarterly meeting date was confirmed as Tuesday, September 13, 2016 at 6:00 p.m.

Adjournment: A motion made by Bill Fleming, and second by Bill Grabowski to adjourn at 7:45 p.m. All in favor. All ayes. Motion carried.



Deborah Strelecki, Secretary
Planning Commission

ZONING FEES AND EXPENDITURES

**Twp board updated fees on Variance fee \$275.00 Re-zone fee \$400.00 SLUP fee \$350.00
May 18, 2016**

Zoning Compliance permit fee is now \$30.00

Old fees were:

4/16/2016 VARIANCE FEE \$200.00 RE-ZONE FEE \$225.00 SLUP FEE \$150.00

| | | | | | | |
|-----------------------------|----|-------|----|--------|----|-------|
| REPORTER AD (2 for re-zone) | \$ | 54.00 | \$ | 108.00 | \$ | 54.00 |
| LETTERS (SIX IS AVERAGE) | \$ | 53.92 | \$ | 53.92 | \$ | 53.92 |

WAGES:

| | | | | | | |
|----------------------------|----|---------------|----|---------------|----|---------------|
| (ZBOA is 1 members @ \$30) | | \$30.00 | | \$105.00 | | \$105.00 |
| (PC is 3 members @ \$35) | | | | | | |
| CHAIRPERSON | \$ | 45.00 | \$ | 50.00 | \$ | 50.00 |
| ZONING ADMINISTRATOR | \$ | 32.00 | \$ | 32.00 | \$ | 32.00 |
| SECRETARY | \$ | 45.00 | \$ | 50.00 | \$ | 50.00 |
| TOTAL: | \$ | 259.92 | \$ | 398.92 | \$ | 344.92 |

LOSS PER EA MEETING: \$ 59.92 \$ 173.92 \$ 194.92

Zoning compliance permit fee is \$20.00

**Mansfield Township
Planning Commission Meeting Minutes
Third Quarter Meeting of 2016
October 4, 2016, 6:00 P.M.-C.S.T.
(Reschedule of September 13, 2016 Mtg.)
Mansfield Township Hall**

The third quarterly meeting of the Mansfield Township Planning Commission was called to order by Chairman George Minerick at 6:00 p.m. with the Pledge of Allegiance.

Roll Call: Bill Fleming, Bill Grabowski, Melvin Johnson, Deborah Strelecki and George Minerick. Also present was Zoning Administrator Pam Minerick.

Absent: None.

Agenda: Additions include by-laws for planning commission.

Previous Meeting Minutes: A motion made by Bill Fleming and second by Bill Grabowski to approve the June 14, 2016 meeting minutes as written. All in favor. All Ayes. Motion carried.

Zoning Administrator's Report: Pam Minerick provided a written report.

Old Business:

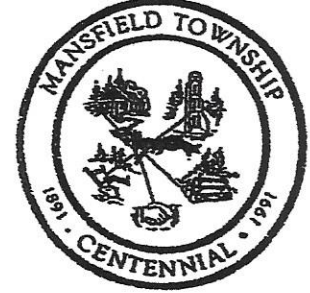
1. Township Master Plan development – Laurie Netzow, a Lake Ellen property owner, has volunteered to do some research on Master Planning. She indicated there is Citizen Planner training offered online through Michigan State University at a cost of \$275. After completing this class you can become a Master Planner. Laurie also found that we need to look at old minutes and either renew the Master Plan development or start over. A certified letter should go to school, railroad, UPPCO, WE Energies and DTE. We must retain copies of the letter. Other things needed for the Master Plan include a good map, census information, width of driveways (to help prevent wildfires), and surveys to residents.
 - a.) Declare that we are starting the Master Plan.
 - b.) Send certified letters to utilities, school, railroad and adjoining townships.
 - c.) Retain copies of all documentation.

A motion made by Strelecki and second by Bill Fleming to start the planning and development process for the Mansfield Township Master Plan as mandated by the Zoning Enabling Act beginning October 4, 2016. All in favor. Ayes: Fleming, Grabowski, Strelecki, G. Minerick. Nays: None. Abstain: M. Johoson. Motion carried.

A motion made by Strelecki, second by G. Minerick to approve up to four board members and one non-board member to attend the Citizen Planner online courses through Michigan State Extension at a cost of \$275 per person. All in favor. Ayes: Grabowski, Fleming, Strelecki, Johnson, G. Minerick. Nays: None. Motion carried.

A motion made by Grabowski, and second by G. Minerick to approve the Mansfield Township Resident & Property Owner Public Attitude Survey and obtain approval of the Township Board, to distribute to Mansfield Township taxpayers for the purpose of gathering information for the Mansfield Township Master Plan. All in favor. Ayes: Strelecki, Grabowski, Fleming, Johnson, G. Minerick. Nays: None. Motion carried.

A motion made by Fleming and second by Strelecki to present the survey to the Township Board and request approval to print the survey and distribute the survey by placing surveys at both polling sites on November 8th and by mailing the survey with the winter property tax bills at the end of November. All in favor. Ayes: Johnson, Fleming, Strelecki, Grabowski, G. Minerick. Nays: None. Motion carried.



2. Proposed Zoning Ordinance revisions: Discussion on strengthening the language under keyholing, revisions on dwellings on a lot, definitions and typographic errors, and clarifying language in Section 1000.

A motion by Fleming, and second by G. Minerick to approve the changes to the keyholing development language as shown in the document as presented. All in favor. Ayes: Grabowski, Strelecki, Fleming, G. Minerick. Nays: M. Johnson. Motion carried.

A motion by Fleming, and second by Strelecki to remove the "s" from the word dwelling in Section 203, 204, 207, 208 and 209 as recommended in the document. All in favor. Ayes: Fleming, Grabowski, M. Johnson, Strelecki and G. Minerick. Nays: None. Motion carried.

A motion made by Fleming, and second by G. Minerick to correct typing errors in Section 101EE and Section 205 as presented in the document. All in favor. Ayes: Strelecki, M. Johnson, Fleming, Grabowski, G. Minerick. Nays: None. Motion carried.

A motion by Fleming, and second by G. Minerick to clarify the language in Section 1000 as presented in the document. All in favor. Ayes: Grabowski, Strelecki, Fleming, M. Johnson, G. Minerick. Nays: None. Motion carried.

New Business:

1. Tiny homes: Item tabled.

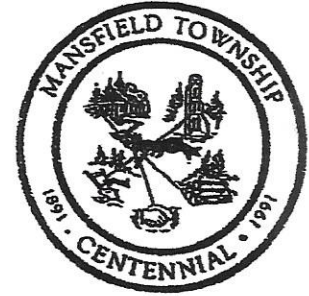
Public Comments: None.

Board Privilege: The next scheduled quarterly meeting date was confirmed as Tuesday, December 13, 2016 at 6:00 p.m.

Adjournment: A motion made by Grabowski, and second by M. Johnson to adjourn at 8:37 p.m. All in favor. All ayes. Motion carried.

A handwritten signature in cursive script that reads "Deborah Strelecki".

Deborah Strelecki, Secretary
Planning Commission



**Mansfield Township
Planning Commission Meeting Minutes
Fourth Quarter 2016 Meeting
December 13, 2016 at 6:00 P.M.-C.S.T.
Mansfield Township Hall**

The 4th quarter meeting of the Mansfield Township Planning Commission was called to order by Chairman George Minerick at 6:00 p.m. with the Pledge of Allegiance.

Roll Call: Bill Grabowski, Bill Fleming, Deborah Strelecki and George Minerick.

Absent: Melvin Johnson. Also absent was Zoning Administrator Pam Minerick.

Additions to Agenda: For information only-the cost of holding a Public Hearing on Zoning Ordinance revisions.

Previous Meeting Minutes: A motion made by Fleming and second by Grabowski to approve the October 4, 2016 meeting minutes as written. All in favor. Ayes: Fleming, Grabowski, Strelecki and Minerick. Motion carried.

Zoning Administrator's Report: None given.

Old Business:

1. Laurie Netzow, a Lake Ellen resident and volunteer, discussed next steps for the Master Plan. Letters need to be sent to surrounding townships, utilities, the school, and railroad. She will get started on the letters and discuss with the secretary.
2. Proposed Zoning Ordinance Revisions – A motion made by Fleming and second by Minerick to replace old Item #4 from the October 4th meeting with new Item #4 presented at the 12/13/16 meeting and within Item #1 definitions marked KKK, 10/4/16 meeting, strike that definition. All in favor. All ayes: Grabowski, Strelecki, Fleming and Minerick. Motion carried.

New Business:

1. Tiny Homes – tabled.
2. Establish 2017 meeting schedule – A motion made by Minerick and second by Strelecki to establish the 2017 quarterly meetings at Mansfield Township Hall #1 at 6:00 p.m. on: April 11, 2017, June 13, 2017, September 12, 2017 and November 14, 2017 and a potential public hearing for the zoning ordinance changes for some time after August 11, 2017. All in favor. All ayes: Strelecki, Fleming, Grabowski and Minerick. Motion carried.

Public Comments: None.

Adjournment: A motion made by Strelecki, second by Fleming to adjourn at 6:54 p.m. All in favor. Motion carried.


Deborah Strelecki, Secretary