

**Mansfield Township  
Planning Commission Meeting Minutes  
April 6th, 2021 – 4:00 p.m.-C.S.T.  
Mansfield Township Hall**

The meeting of the Mansfield Township Planning Commission was called to order by Chairperson Gail Bowens at 4:01 p.m. with the Pledge of Allegiance.

**Roll Call:** Russell Bauwens, Gail Bowens, Mike Carey, Jake Conery, John Leutz and Ryan Warmboe.

**Absent:** None

Also in attendance; Dick Dryjanski, Pam Minerick, Brock VanOss

**Approval of Agenda:** A motion made by Mike Carey to add item #8 to the agenda and to approve the amended agenda. All in favor. Motion carried.

**Previous Meeting Minutes:** A motion made by Mike C, and second by Russ B to approve the November, 2021 meeting minutes as written. All in favor.  
Motion carried.

**Zoning Administrator Report:** Zoning Administrator, Pam Minerick stated Richard Craig applied for zoning approval for a pole building

**Topics:**

Introduction of new board members Jake Conery and Ryan Warmboe

Election of Officers;

Motion by Jake Conery second by Ryan Warmboe to appoint Mike Carey as the new chair. All in favor.

Motion by Russ second by Jake to appoint John L as secretary. All in favor

Resignation;

Gail Bauwens tendered her resignation

Plan Review;

A general discussion over the leading survey questionnaire slanting the results toward a specific goal vs community concerns, the plan written solely toward that survey and not multiple input resources, the amount of detail that is not required in a master plan vs the general vision and detailing topics that are clearly governed elsewhere.

Chapter 1; Slight discussion, no changes.

Chapter 2; Keep the Land use designations, strike the matrix details, footnotes and remaining paragraphs up to the maps.

Chapter 3

1. Edit paragraph 2 to more clearly describe the survey results differentiating between resident and non-resident concerns. Ryan W - *"While it is important to affirm the significance of environmental issues, the two townhall meetings following the survey revealed that electorates were primarily concerned with population decline, economic opportunity, and affordable internet access."*
2. Edit, Vision: John L provided an insert of *"Seek opportunities for senior housing and recreation"*
3. Edit, Vision for the Future: Mike C requested a revision to *"Mansfield Township, a scenic rural area lying within the Michigamme River watershed in Iron County, Michigan, is a place of natural beauty"*

and rural county living *striving for managed growth and economic opportunities while preserving tourism desires of environmental stewardship.*

Chapter 4: Mansfield Twp Master Plan

1. Edit opening paragraph to reflect new revised vision
2. Edit second sentence of opening paragraph; The Mansfield Township Master Plan is intended to *provide best practices* which comply with Michigan's State and local laws and regulations.
3. Edit first objective; Zoning ordinances ensure *proper use* of the land, waters, forest, farmlands and wildlife habitats of Mansfield Township

Chapter 4: Agriculture

1. Strike paragraph 4 of opening statement – “Mansfield Township supports the aspirations.....”
2. Strike Objective – “Direct farmland protection efforts....”
3. Edit Strategy – “*Explore* the extension of utilities or other public improvements, such as a public water and sanitary sewer system, that would *not* jeopardize the integrity of these agricultural areas.
4. Edit Strategy – Support the creation of new facilities for production and marketing of food including meat and produce. Strike remaining detail
5. Strike Strategy – “Support the establishment...”
6. Strike Strategy – “Provide information pertaining....”

Chapter 4: Forestry

1. Move Objective: Manage forest lands with sound accepted Silvicultural practices - into opening Goal statement.
2. Strike Strategy – “Follow accepted practices....”
3. Strike Strategy – “encourage private and corporate land owners....”
4. Strike Objective – “Provide educational resources....”
5. Strike Strategy – “Place links for best management.....”
6. Strike Strategy – “Invite forestry professionals.....”

Chapter 4: Transportation

1. Strike entire Transportation section

Chapter 4: Lakes and Streams

1. Strike second sentence of opening paragraph. “Based on the survey....”
2. Edit Objective – “*Use* zoning to prevent miss-use of shorelines to maintain good water quality.”
3. Edit Strategy – striking first part of “~~Maintain current lot size, setbacks, width and frontage requirements in all zoning districts.~~” And keeping “*Review and strengthen requirements if conditions or practices warrant change*”
4. Strike Strategy – “Revise guidelines and ordinances along any shoreline....”
5. Strike Strategy – “Keyhole and funnel development....”
6. Strike Strategy – “Revise zoning ordinance to include buffer zones....”
7. Strike Objective – “Reduce water runoff....”
8. Strike Strategy – “Provide education regarding proper use of fertilizers....”
9. Strike Strategy – “Provide education to township residences regarding proper maintenance practices of private septic systems.”
10. Strike Objective – “Protect township surface and ground waters....”
11. Strike Strategy – “Develop guidelines for application of animal waste....”
12. Strike – “Rationale for Buffer Zones in Riparian areas:”
13. Strike – “Rationale for controlling Aquatic Invasive Species:”

Chapter 4: Recreation and Tourism

1. Edit Goal – “*Promote* a township wide recreational plan.”
2. Strike remaining recreation section due to a recreation plan is a separate part of the township

The Planning board stopped at “Quality of Life” to be picked up at next meeting.

Motion by John L and support by Ryan W to adopt the changes listed. All in favor. Motion carried

Brock VanOss and Pam Minerick will review zoning maps and update as required bringing revisions to the next board meeting.

Next meeting date set for Monday April 26<sup>th</sup> at 4:00 pm

**Public Comments: None.**

**Board Privilege: None.**

**Adjournment:** A motion made by Russ B and second by Jake C to adjourn at 6:50 p.m. All in favor. Motion carried.

John Leutz, Secretary  
Planning Commission

Mansfield Township Planning Commission

April 30,2021

The meeting was called to order by chairperson Mike Carey at 5 P.M. CST with the pledge of allegiance Roll Call with Mike Carey, Russ Bauwens, John Leutz, Jacob Conery and Ryan Warmboe all being present The Agenda was approved with the addition of Leutz introducing some letter to the Board.

The minutes to the April 26, 2021, meeting were read and approved with the spelling of names to be corrected by a motion by Bauwens and seconded by Conery and passed by all ayes.

Leutz then,read a letter from Deb Strelecki's request to have her name removed from the Draft. Mike Carey then said he also had a letter from Lynn Fleming also asking to be removed. Leutz then read a letter from Bill Fleming and another from Lona Fende on ordinances. A discussion on the letters were done with Leutz explaining to the board that too many people think the Planning Commission are changing ordinances with this draft when in fact they can't. A motion by John Leutzery and seconded by Ryan Warmboe to send the two letters on removing names to the Township Board for consideration and the other two to the Zoning Administrator. Another letter from Craig Smerda requesting all the Planning Commission Meeting minutes for all of the years of 2020 and 2021. This will be handled by Leutz. This was passed by all ayes.

We then went over the draft and the only change was taking out two sentences pertaining to a map that was no longer a part of the draft. The motion was made by Bauwens and seconded by Leutz and all ayes.

A motion to present the draft to the Township Board for consideration so that it can get out to the people of the township this summer by Jake Conery and seconded by Ryan Warmboe and passed by a roll call vote with all ayes. Leutz then wanted added to the minutes that the reason he voted yes was to get public input because he felt that some items were left out that needed to be put back in. He also warned the Board of the groups of people who have their own agenda.

With public comments a discussion on the letters and a point by Brock VanOss on the board looking to other townships Master Plans.

No Board Privilege Mike Carey replied to the letters by saying that the book from MTA says to keep the plan simple and not to go into areas that other agencies cover.

Jake Conery made a motion to adjourn and this was seconded by Ryan Warmboe and passed by all ayes

The meeting was adjourned at 5:45 P.M.CST

MANSFIELD TOWNSHIP PLANNING COMMITTEE MINUTES

MAY 7, 2021

The meeting was called to order by chairperson Mike Carey at 3 P.M. with the pledge of allegiance

Roll call with Mike Carey, Russ Bauwens, John Leutz, Jacob Conery and Ryan Warmboe all present.

The Agenda was approved by Russ Bauwens and seconded by Jake Warmboe with all members voting aye.

The minutes of April 30 was approved with one typo error with John Leutz making the motion and seconded by Russ Bauwens and all member voting aye.

The future map for the Master Plan was talked about with a possible commercial district. It was decided that there was no need at this time and if needed could be updated at a future time. Jacob Conery made a motion that the future land map and the current land map stay the same in the Master Plan. This was seconded by Ryan Warmboe with all members voting aye.

Mr. VanOss then said he would check on the accuracy of the map before it was added to the Master Plan.

John Leutz then made a motion to ask the Township Board to remove all the names from the front of the Master Plan and Jake Warmboe seconded with all members voting aye.

It was brought up about the different rumors and misinformation being circulated around the township. If the people would attend the meetings then these rumors would end. Any zoning changes are not up to the Planning Commission. The first step in this process is a application must be made. A registered letter is then sent to the owners of the adjacent lands and a notice must be placed in the paper. Twenty one days later a public hearing before the planning committee is held.

There was no public comment

There was no board privilege

The meeting was adjourned with Jacob Conery making the motion, seconded by Mike Carey and all members voting aye at 3:40 P.M.

## PLANNING COMMISSION MEETING

May 24, 2021

The meeting was called to order by chairperson Mike Carey at 3 P.M. CST with the pledge of allegiance.

Roll Call: Mike Carey, John Leutz, Russ Bauwens and Jacob Conery present and Ryan Warmboe late but present.

The agenda was approved when Russ Bauwens made a motion to accept and seconded by Jake Conery and all members voting eye.

Approval of the minutes of the May 7, 2021 meeting was approved with the addition of three people who were also present and a change in name of the seconded of the agenda and the motion to adjourn. The motion was made by Jake Warmboe and seconded by John Leutz with all members voting eye.

No Brief Comments

The Master Plan Draft was then discussed and how to proceed. The decision was made to make June 1, 2021, to be the start date with August 3, 2021 the date for public meeting. Brock VanOss and Russ Bauwens were to make sure the minutes are placed on the Mansfield Township web site. As soon as it is placed on the site, John Leutz will then send a letter and copy of the Draft to the six offices that need it by e-mail. In mid July, John Leutz will then contact and place an add in the Iron Mountain Paper with time and date of the public meeting. Brock VanOss will see into the Iron County Planning Commission and if exists, will give them a copy of the draft. It was also determined that Russ Bowens will place a bulletin on the board instructing anybody who wants it on how they can obtain a copy of the Draft. and If the township residents want to the comment on how to do it.

There was no Public comment.

Under Board Privilege, it was determined that no new meetings of the Planning Commission need to be done unless the number of responses warrants one.

A motion by Jake Warmboe to adjourn was seconded by Ryan Conery and all member voted eye to adjourn. Adjournment was at 3:50 P.M. CST.

PLANNING COMMITTEE MEETING

MASTER DRAFT

AUGUST 6, 2021

DRAFT

The meeting was called to order by chairperson Mike Carey at 6 P.M. with the pledge of allegiance

ROLL CALL: Ryan Warmboe, Jacob Conery, Russel Bauwens, John Leutz and Mike Carey all present

Also present were Lynn Fleming, Bill Fleming, Lona Fende, Ken Vrana, Marsha Wainio, Shirley beck, Pat Dishaw, Robert Jayne, Mike Greeiz, Ron Rhodes, Brock VanOss, Jacob Trwlock, Jeff Jackson, Amy Walker, and Jason Johnson.

PREVIOUS MEETING MINUTES: A motion to approve by John Leutz and seconded by Jake Conery with all ayes.

AGENDA APPROVAL: The agenda was approved by the committee and a time of ten (10) minutes per speaker was approved. Jake Conery motioned to approve the agenda and seconded by John Leutz with all members voting aye.

THE PUBLIC HEARING: At 6:04 P.M. the Public Comment was started. Speakers included Lynn Fleming, Bill Fleming and Lona Fende. Since no other person wanted to speak, Mike Carey then read mail sent to the committee about the Master Draft. These included Robert Jayne, Laura Finney, Dori Nemeth, and Dan Margineanu. Mike Carey then asked again if anyone wanted to speak. Shirley Beck then stated she would and was given the opportunity. Ken Vrana then also spoke. With no one else wanting to speak the Public Comment was closed at 6:38 P.M..

The Planning Committee then asked questions of the speakers and among themselves.

John Leutz then made a motion to make the two corrections to the Master Draft being including Drake Road as a township road and the map correction for Robert Jayne and submit to the Township Board at their August 18, 2021 for adoption with the understanding we will have to amend by the year end. This was seconded by Ryan Warmboe and on a roll call vote with all members voting aye.

Pam Minerick then asked the Planning Committee on a date for a rezoning meeting which was decided on September 16,2021.

With no other business to conduct, Jake Conery made a motion to adjourn which was seconded by Russel Bauwens with all members voting aye. Adjournment came at 7:37 P.M..

PLANNING COMMITTEE MEETING

MASTER DRAFT

AUGUST 6, 2021

The meeting was called to order by chairperson Mike Carey at 6 P.M. with the pledge of allegiance

ROLL CALL: Ryan Warmboe, Jacob Conery, Russel Bauwens, John Leutz and Mike Carey all present

Also present were Lynn Fleming, Bill Fleming, Lona Fende, Ken Vrana, Marsha Wainio, Shirley beck, Pat Dishaw, Robert Jayne, Mike Greeiz, Ron Rhodes, Brock VanOss, Jacob Trwlock, Jeff Macken, Amy Wallen, and Jason Johnson.

PREVIOUS MEETING MINUTES: A motion to approve by John Leutz and seconded by Jake Conery with all ayes.

AGENDA APPROVAL: The agenda was approved by the committee and a time of ten (10) minutes per speaker was approved. Jake Conery motioned to approve the agenda and seconded by John Leutz with all members voting aye.

THE PUBLIC HEARING: At 6:04 P.M. the Public Comment was started. Speakers included Lynn Fleming, Bill Fleming and Lona Fende. Since no other person wanted to speak, Mike Carey then read mail sent to the committee about the Master Draft. These included Robert Jayne, Laura Finney, Dori Nemeth, and Dan Margineanu. Mike Carey then asked again if anyone wanted to speak. Shirley Beck then stated she would and was given the opportunity. Ken Vrana then also spoke. With no one else wanting to speak the Public Comment was closed at 6:38 P.M..

The Planning Committee then asked questions of the speakers and among themselves.

John Leutz then made a motion to make the two corrections to the Master Draft being including Drake Road as a township road and the map correction for Robert Jayne and submit to the Township Board at their August 18, 2021 for adoption with the understanding we will have to amend by the year end. This was seconded by Ryan Warmboe and on a roll call vote with all members voting aye.

Pam Minerick then asked the Planning Committee on a date for a rezoning meeting which was decided on September 6,2021.

With no other business to conduct, Jake Conery made a motion to adjourn which was seconded by Russel Bauwens with all members voting aye. Adjournment came at 7:37 P.M..



PLANNING COMMITTEE MEETING

MASTER DRAFT

AUGUST 6, 2021

DRAFT

The meeting was called to order by chairperson Mike Carey at 6 P.M. with the pledge of allegiance

ROLL CALL: Ryan Warmboe, Jacob Conery, Russel Bauwens, John Leutz and Mike Carey all present

Also present were Lynn Fleming, Bill Fleming, Lona Fende, Ken Vrana, Marsha Wainio, Shirley beck, Pat Dishaw, Robert Jayne, Mike Greeiz, Ron Rhodes, Brock VanOss, Jacob Trwlock, Jeff Jackson, Amy Walker, and Jason Johnson.

PREVIOUS MEETING MINUTES: A motion to approve by John Leutz and seconded by Jake Conery with all ayes.

AGENDA APPROVAL: The agenda was approved by the committee and a time of ten (10) minutes per speaker was approved. Jake Conery motioned to approve the agenda and seconded by John Leutz with all members voting aye.

THE PUBLIC HEARING: At 6:04 P.M. the Public Comment was started. Speakers included Lynn Fleming, Bill Fleming and Lona Fende. Since no other person wanted to speak, Mike Carey then read mail sent to the committee about the Master Draft. These included Robert Jayne, Laura Finney, Dori Nemeth, and Dan Margineanu. Mike Carey then asked again if anyone wanted to speak. Shirley Beck then stated she would and was given the opportunity. Ken Vrana then also spoke. With no one else wanting to speak the Public Comment was closed at 6:38 P.M..

The Planning Committee then asked questions of the speakers and among themselves.

John Leutz then made a motion to make the two corrections to the Master Draft being including Drake Road as a township road and the map correction for Robert Jayne and submit to the Township Board at their August 18, 2021 for adoption with the understanding we will have to amend by the year end. This was seconded by Ryan Warmboe and on a roll call vote with all members voting aye.

Pam Minerick then asked the Planning Committee on a date for a rezoning meeting which was decided on September 16,2021.

With no other business to conduct, Jake Conery made a motion to adjourn which was seconded by Russel Bauwens with all members voting aye. Adjournment came at 7:37 P.M..

## PLANNING COMMISSION AND REZONING MEETING

SEPTEMBER 16,2021

The meeting was called to order at 6 P.M. by chairperson Mike Carey with the pledge of allegiance  
Roll call showed all members present. Also attending were Pam Minerick, John Gilner, Brock VanOss, Bill Fleming and Richard Craig.

Previous meeting minutes were approved with Russ Bauwens making the motion to accept and John Leutz seconded and all member voting AYE.

The meeting Agenda was approved with Russ Bauwens making the motion and John Leutz seconded and all members voting AYE.

Public Comment on the Richard Craig Rezoning Request was open at 6:01. Pam Minerick then gave a report on a person who wanted to put a mobile home on a lot that has one already why they get rid of the other one. The Commission agreed that it would be okay with a time limit. Also a resident wanted to stable horses. This will come up at a time to be determined. She also brought up the determination from MTA on the green belt that the Township Board asked for. John Gilner then suggested having the people that wanted to use the mobile home to put down a security deposit to ensure they meet the deadline. This item will come up for decision in a future meeting. Bill Fleming said he would like the Planning Commission to set up a public hearing on four amendments. This ended the Public Comment at 6:08 P.M..

The Public Hearing on Richard Craig Rezone Request was opened at 6:08 P.M.. Pam explained what she did to prepare for this. Registered letters were sent and notice in the newspaper.

Richard Craig then gave a presentation on his request and why. Pam Minerick then explained that the former administrator did not inform Mr. Craig of the difficulties in placing the two houses so close together. Mr. VanOss then commented on the other land in the area and Mr. Gilner then asked if we had any documentation from the old administrator and the fact of spotting of the zoning. The Public Comment ended at 6:15 P.M..

The Committee then discussed the issue and approved on a roll call vote of 5 Ayes and 0 Nay.

The Public Hearing ended at 6:22 P.M.

Master Plan Amendments. The following amendments were reviewed and discussed and voted on.

1. Revisions of the vision statement  
On a roll call vote of 5 Ayes and 0 Nays this was accepted
2. Support creation or organic farming. On a roll call vote of 0 Ayes and 5 Nays this was not accepted
3. Right to refuse a tower on your private land. On a roll call vote 0 Ayes and 5 Nays, this was not accepted
4. Maintain current lot size, setbacks width and frontage requirements. On a roll call vote 5 Ayes and 0 Nays this was accepted

5. Keyhole and funnel development access in or to riparian areas is prohibited in entire Township. This was not accepted with 0 Ayes and 5 Nays
6. Revise zoning to include buffer zones for riparian zones. This was not accepted with John Leutz, Mike Carey and Jacob Conery voting Nay and Russ Bauwens and Ryan Warmboe voting Aye.
7. Provide education for proper use of fertilizers. This was not accepted with 0 Ayes and 5 Nays on a roll call vote.
8. Provide education regarding best management practices for roads and yards in riparian. On a roll call vote of 0 Ayes and 5 Nays it was not accepted.
9. Provide education for septic. On a roll call vote of 0 Ayes and 5 Nays this was not accepted
10. Improve guidelines and ordinances for septic. On a roll call vote of 0 Ayes and 5 Nays this was not accepted
11. Develop guidelines for applications of herbicides and chemicals in riparian areas. On a roll call vote of 0 Ayes and 5 Nays, this was not accepted.
12. Reduce the risk of water trucks spreading aquatic species. On a roll call vote of 0 Ayes and 5 Nays this was not accepted
13. Land use matrix. On a roll call vote of 5 Ayes and 0 Nays, this was accepted.

It was decided to put links to sites for education on use of fertilizers.

Bill Fleming then asked to vote on the old zoning ordinance and amendments. This was tabled until the Committee starts work on Zoning.

After a discussion the next meeting was tentatively scheduled for October 14, 2021 at 6 P.M.

Jacob Conery then made a motion to adjourn with was seconded by Russ Bauwens and all members voting Aye. Meeting adjourned at 7:05 P.M.

## PLANNING COMMITTEE MEETING

OCTOBER 14, 2021

DRAFT

Meeting called to order by chairperson Mike Carey at 6:05 P.M. with the pledge of allegiance.

ROLL CALL: Mike Carey, Russ Bauwens and John Leutz were present. Ryan Warmboe and Jacob Conery were absent. Also present were Pam Minerick and Brock VanOss.

A motion by Russ Bauwens and seconded by John Leutz to approve last month's minutes was made and all members present voted "aye"

The agenda was approved with John Leutz making the motion to approve and seconded by Russ Bauwens with all members present voting "aye".

There was no Public Comment.

Pam Minerick reported no new Zoning issues.

Master Plan Amendments:

1. Vision Statement: After discussion it was decided to change the vision statement to read in part "Mansfield Township, a scenic rural area lying within the Michigamme River watershed in Iron County, Michigan, is a place of natural beauty, solitude and country living allowing for managed growth.....". A roll call vote was all members present voting "aye".
2. Chapter 4, Lakes, streams and wetlands, pg. 19, add strategy to first objective (use zoning to prevent.....)  
Strategy: Maintain current lot size, setbacks, width and frontage requirements  
On a roll call vote, all members present voted "aye".
3. The subject of the Matrix was discussed, and all members present decided that only the permitted principal uses should be in the Mansfield Township Zoning Ordinance book. All members present voting "aye". It was also decided to add only Permitted "Principal Uses" minus the Hunting Camps section to the Master Plan. On a roll call vote, all members present voted "aye".

ZONING AMENDMENTS:

1. It was decided to add the definition of Recreational Vehicle to the Definitions page of the Zoning Ordinance Book. Section 101. (See attachment). This was on a roll call vote of all members voting "aye"
2. Mike Carey made a motion to add in Section 301 to add "the height of a windmill shall be greater than the setback". This was seconded by Leutz and on a roll call vote all members present voting "aye".
3. Mike Carey made the motion and seconded by Russ Bauwens to add Section 303 to read "Every dwelling unit shall have livable/inhabitable floor area of not less than 600 sq. ft. on the ground floor, except seasonal dwellings, which shall have livable/inhabitable floor area of not less than 500 sq. ft. on the ground floor. No crawl space or area under a mobile home shall be deemed as

storage space where storage space is required to be provided." On a roll call vote, all members present voted "aye".

4. Mike Carey made a motion and seconded by John Leutz to omit under Section 500 the sentence that "not subject to Section 402." On a roll call vote, all members voted "aye"
5. John Leutz then made a motion to add the Zoning Matrix as printed under Section 108. This was seconded by Russ Bauwens and all members present voting "aye".
6. Mike Carey then made a motion to delete all reference to AR3 districts. This was seconded by John Leutz and all members present voting "aye".
7. Mike Carey made a motion to delete part of the statement "and demonstrates the adequacy of utility service." In Section 502. This was seconded by Russ Bauwens and all present members voting "aye"
8. John Leutz made a motion to remove the term "recreational decks" from Section 205 (D) and Section 206 (D). This was seconded by Mike Carey and on a roll call vote, all members voted "aye".
9. John Leutz then made a motion to replace Section 1000 with a new procedure. (See attachment2) This was seconded by Mike Carey and on a roll call vote, all members present voting "aye"
10. John Leutz then made a motion to add a page for Certification page to the new Mansfield Township Zoning Ordinance book. Mike Carey seconded it an on a roll call vote all members voted "aye"

A decision was made to hold the next meeting on January 13, 2022. This will be a public hearing to review the Master Plan amendments.

With no new business, John Leutz made the motion to adjourn with all members voting "aye"

Meeting adjourned at 7:46 P.M..

**RECREATIONAL VEHICLE.** Recreational Vehicle or RV's are defined as a camper, fifth-wheel trailer, motor home, park models, and tiny house on wheels. If it is on wheels, it is a vehicle not a building or structure. Recreational vehicles are self-contained units in regard to septic systems and water storage. Recreational vehicle is a vehicle with or without motive power, this is designed for sport or recreational use, or which is designed for human occupancy on an intermittent basis.

RV's cannot be used as housing in residential zones. Dwellings, single family is a use defined in the zoning ordinance. RV's are not structures built on or in the ground. RV's cannot contain a household living use. This prohibits the use of campers, motor homes, or recreational vehicles for residential occupancy if not operated at a legal RV Park.

**~~Section 602:~~ BASIC PROCEDURES FOR PUBLIC HEARINGS:**

**BASIC PROCEDURES FOR ISSUING A SPECIAL USE PERMIT**

**STEP #1** - Applicant meets with Zoning Administrator to discuss project.

**STEP #2** - Applicant submits request for special use permit including: application form, fee, legal property description, signature and site plan.

**STEP #3** - Zoning Administrator reviews application for completeness and then disseminates information to Planning Commission members.

**STEP #4** - Zoning Administrator establishes date for public hearing.

**STEP #5** - Zoning Administrator advertises notice of public hearing not less than 15 days before public hearing in the Daily News.

**STEP #6** - Zoning Administrator provides notice of public hearing by certified mail or by personal delivery to owners and/or occupants of property within 300 feet of the boundary of the property being considered for the special use permit, at least 15 days prior to the hearing.

**STEP #7** - Zoning Administrator provides notice of the public hearing by certified mail or personal delivery to owner(s) of subject property, at least 15 days prior to the hearing

**STEP #8** - Zoning Administrator posts parcel(s) involved in special use permit not less than 5 days public hearing. Included on posted notice is nature of special land use request, time and place of public hearing, when and where written comments will be received concerning the request and where to contact for additional information.

**STEP #9** - Planning Commission conducts public hearing and approves, denies, or approves with conditions the request for special land use permit. The basis for the decision and any conditions imposed shall be incorporated in a statement of conclusions, which shall be submitted to the Township Clerk within 14 days of the public hearing.

## BASIC PROCEDURES FOR AMENDING ZONING ORDINANCE

**STEP #1** - Applicant meets with Zoning Administrator to discuss project and amendment procedures. Can be initiated by Planning Commission, Township Board, or any citizen.

**STEP #2** - Applicant submits request for amendment including: completed application form, fee, legal property description, signature and site plan.

**STEP #3** - Zoning Administrator reviews application for completeness and then disseminates information to Zoning Boarders. Zoning Administrator schedules public hearing.

**STEP #4** - Zoning Administrator prepares notice of hearing to include:  
A. Describe nature of proposed amendment. B. State time and place proposed amendment will be considered. C. Indicate time and place written comments will be received. D. State times and places tentative proposed text may be examined.

**STEP #5** - Zoning Administrator publishes notice of public hearing in newspaper of general circulation in Township at least 15 days before public hearing.

**STEP #6** - Zoning Administrator sends certified mail notice of public hearing to all owners, residents, and managers of property adjacent to 300'. Also mail to electric, gas, pipeline public utility company, and railroad operating with Township, if they register their name with the township to receive public zoning notices. Mail at least 15 days before date of public hearing.

**STEP #7** - Zoning Administrator posts notice of public hearing at Township Hall at least 18 hours before scheduled time of public hearing.

**STEP #8** - File affidavits of publications, mailings, and posting in Township records. Prepare agenda for the public hearing.

**STEP #9** - At the meeting, Planning Commission: (A) Formally opens public hearing on proposed amendment. (B) Acknowledge written comments received on proposed amendment. (C) Receive comments on proposed amendment by persons attending hearing. (D) Close public hearing and discuss proposed amendment. (E) Planning Commission approves motion recommending approval or



disapproval of proposed amendment.

**STEP #10** - After the 30 day period, Zoning Administrator submits to Township Board summary of comments received at Planning Commission public hearing and recommendations of County Planning Commission. Note: Matter is referred to Township board regardless of whether Planning Commission and County Planning Commission recommend approval or disapproval of proposed amendment.

**STEP #11** - Steps to be taken by Township Board:

1. Township Board may on its own initiative hold an additional public hearing regarding proposed amendment, and is required to hold public hearing upon request of any property owner by certified mail to Township Clerk. Notice of any such public hearing must be given in same manner as required for public hearing by Planning Commission (See Part 1, Steps 4-6)
2. TOWNSHIP BOARD considers Planning Commission recommendation at any regular township meeting or at special meeting, and:
  - A. Disapproves proposed amendment, with no further action by Planning Commission.
  - B. approves proposed text, in ordinance form, with or without permissible amendments.
  - C. Refers proposed text back to planning Commission for further consideration and comment within time specified by Township Board.

***PROCEED TO STEPS 3-9 ONLY IF TOWNSHIP BOARD DESIRES TO APPROVE PROPOSED AMENDEMENT:***

3. ADOPT ORDINANCE by motion approved by majority of Township Board, on roll call vote.
4. FILE ORDINANCE with Township Clerk within 15 days after adoption.
5. PUBLISH notice of ordinance adoption in newspaper of general circulation in township, with either complete text amendment ordinance, or legally proper summary of ordinance, within 15 days after adoption.
6. FILE AFFIDAVIT OF PUBLICATION from newspaper in Township records.
7. FILE ATTESTED copy of complete ordinance with County Clerk.
8. RECORD ORDINANCE in Township ordinance book within one week after publication of ordinance, with Certificate of Township Clerk recording date of adoption of ordinance, names of Board members voting hereon, how each member voted, date of publication and name of newspaper, date of filing of ordinance with county clerk, and date of mailing notice of ordinance adoption.
9. DISTRIBUTE copies of revised Zoning Ordinance pages to member of Township Board, Planning Commission, Zoning Board of Appeals, and other appropriate Township officials.

**STEP #12** - If amendment is adopted, a notice of amendment must be published in the Daily News within 15 days of adoption. The ordinance is in effective 7

days after publication.

**BASIC PROCEDURES FOR APPEALS,  
VARIANCES AND INTERPRETATIONS**

**STEP #1** - Applicant meets with Zoning Administrator to discuss appeal/variance and how to proceed.

**STEP #2** - Applicant submits to Zoning Administrator completed variance and zoning application forms including detailed site plan, fee, legal property description, and signature.

**STEP #3** - Zoning Administrator reviews application for completeness and then establishes date for public hearing of the Board of Appeals.

**STEP #4**- Zoning Administrator advertises notice of public hearing in the Daily News, at least 15 days prior to the hearing Steps 6 and 7 do not apply to meetings to provide interpretation. Township Clerk shall be notified that a public hearing is scheduled.

**STEP #5** - Zoning Administrator provides notice of public hearing by certified mail or personal delivery not less than 15 days before the public hearing to owner(s) of subject property and/or applicant.

**STEP #6** - Zoning Administrator provides notice of the public hearing by certified mail or by personal delivery not less than 15 days before public hearing to owners and/or occupants of subject property with 300' of the boundary of the property .

**STEP #7** - Board of Appeals conducts public hearing and grants the appeal or variance wholly or partly; grants appeal or variance with conditions; or denies the appeal or variance within 30 days of the public hearing. In the case of interpretations, the Board of Appeals shall hold a meeting and provide an interpretation of the ordinance or map.

**STEP #8** - The record of the Board of Appeals decision, including any conditions imposed, shall be incorporated into a statement of conclusions, which shall be submitted to the Zoning Administrator within 14 days of the decision and a copy shall be sent to the Township Clerk for township record.