

**CHIKAMING TOWNSHIP PLANNING COMMISSION**  
**MINUTES OF THE REGULAR MEETING ON OCTOBER 5, 2016**  
**Approved**

The Planning Commission regular meeting was called to order at 6:40 pm by Chairman Andrew Brown with the Pledge of Allegiance. Commission members Bill Marske, Gary Wood, Grace Rappe, Mario Zarantenello, Richard Carlson, and Andrew Brown present. Joseph Reed was absent.

Also in attendance were Bob Beemer, Vicky Hess, Rhonda Gibson, Dennis Weisenritter, Laura Jewell, Susan Jones, Jill Underhill, Leo Krusack, Angela Reichert, Laru Chapman, and Douglas Dow.

Minutes of the July 6 and August 3, 2016 were not available, so approval will be postponed until the November meeting.

Mario Zarantenello moved that the board recommend a change in policy to improve communication with the public by posting the proposed draft of minutes shortly after each meeting, to then be replaced with the approved minutes when they are voted on a month later.  
Motion seconded by Wood.  
Motion carried unanimously.

Marske moved to approve the agenda, supported by Rappe.  
Motion carried.

**Public Comments**

Chairman Brown noted that a change in status has been formally submitted to the Township Attorney by Midwest V, LLC. assigning their position as applicant to the property owners for the purposes of Planning Commission hearings and/or other Township proceedings. (A copy of this notification is attached). No action will be taken by the Commission regarding the Dollar General application at this time.

There were no further public comments at this time.

**Old Business**

None

**Other Communication**

None

**Reports**

Mario Zarantenello noted that he will have a report from the Zoning Board of Appeals (ZBA) at the November meeting.

**New Business:**

**Discussion regarding the change in status of the applicant for the Dollar General project application from Midwest V, LLC to the property owners.**

Carlson questioned the reason for the status change. It was stated by the property owners that it would require less travel for Midwest V, LLC if the property owners took over the application.

Carlson questioned if the applicant will go before the ZBA. Realtor Laura Jewell responded that they were told that without a Zoning Administrator(ZA) there will be no ZBA meetings. Jewell also questioned why the Planning Commission did not approve, deny, or approve with conditions. Brown responded that the commission determined that the information given to the ZBA was alleged to be incorrect and thus required a second review of the plan. Brown added that it is the duty of the engineering firm to know the state rules and regulations for the plan and the applicant's engineer admitted to making a mistake. Brown added that it is important that the ZBA be provided with correct and accurate information.

Zarantenello stated that as far as he knows there has been no formal request to be on the agenda for the ZBA. Jewell stated that she was told by the township that since there is no ZA no meeting can take place. Jewell responded that she feels the commission does not have the authority to send the application back to the ZBA.

Township attorney, Charles Hilmer, came for to offer the Planning Commission a few options. He stated that they can remain with their previous decision to refer the application back to the ZBA for a review with the correct information. He provided that the second option would be to review the application and approve or deny the application giving specific reasons for the decision.

The commission chose to defer further action so the applicant can decide what action they wish to take.

**Discussion regarding subcommittee progress with Zoning/Building Administrator and Building Inspector position searches and hiring process**

The subcommittee (Brown, Marske and Rappe) tasked with defining a role for the new Zoning Administrator and seeking candidates came forth to report. Rappe stated that the subcommittee relied on the existing job description and solicited candidates for the positions of Zoning/ Building Administrator and Building Inspector. She furthered that seven resumes from interested parties were received. Telephone interviews were then conducted with the four most qualified persons with each being asked the same ten questions to ensure consistent evaluation. Rappe stated that two outstanding candidates emerged from this process and were recommended by the subcommittee.

The candidates to be recommended are Lydia Dutton for Zoning Administrator and Van Thornton for Building Inspector/ Building Code Official. Both candidates are willing to work either full or part time. Rappe continued that it is the feeling that these two persons, with their complementary skills and experience, could work together in a compatible manner that would be beneficial to the Township and provide the equivalent of a full time person with increased capabilities and better coverage during the work week. (Candidate resumes attached for reference.)

Rappe moved that the Planning Commission recommend to the Township Board that both persons; Lydia Dutton as Zoning Administrator and Van Thornton as Building Code Official, both be

hired initially as part-time positions to jointly meet the township's needs in Zoning Administration and Building Code Administration. Wood supported.  
Motion carried unanimously.

**Discussion regarding subcommittee progress with search and hiring of a consultant to lead the Zoning Ordinance update and coordination with our Master Plan**

Wood came forth to report on the findings by the committee tasked with creating a request for qualifications (RFQ) to assist in searching for a consultant to update the zoning ordinance. The committee consisted of Carlson, Wood and Reed.

Wood stated that the subcommittee developed an RFQ which was used to solicit qualifications from firms that would assist and lead the efforts in revising our Zoning Ordinance. Five firms responded with written statements of qualifications. From that group four firms were deemed to have met the requirements outlined in the RFQ. Wood expressed that next steps will be to check references of the four candidates and prepare a request for proposals (RFP,) solicit proposals and conduct interviews with any finalists.

Moved by Marske that the commission allow the subcommittee to proceed with the process of hiring a planning consultant by drafting an RFP, sending it to the four selected firms through the RFQ process, and conducting interviews. Rappe supported.  
Motion carried unanimously.

**Public Comments**

There were no public comments at this time.

**Adjournment:**

With nothing further, Wood moved to adjourn the meeting at 7:35 pm. Supported by Brown.  
Meeting Adjourned.

Respectively Submitted,  
Jess Miller, Recording Secretary  
Richard Carlson  
Secretary, Chikaming Township Planning Commission