
Minutes of Emmett Township Planning Commission

January 15, 2018

Chairman Mueller called the meeting to order at 7:05 pm. Roll call taken with Mueller, Bowen, Reliford, Powers and Dumas present.

Dumas read the December minutes for the regular meeting. Bowen made a motion to approve the minutes as read. Powers seconds the motion. With all in favor, motion carried.

New Business:

No printing of township documents for the meeting, Wi-Fi connected, printer connected but printing error on all documents.

Mueller stated that the township board of trustees has established that all township meetings will be recorded. Reliford believes that is it only to be used as a tool if the planning commission needs it. Both experienced recording secretaries, Bowen and Dumas stated that to their knowledge, recorded meetings (by the entity holding the meeting) meeting minutes must be word for word, not a synopsis of the meeting. Dumas showed Mueller her notes that were taken at a MTA training seminar, stated that minutes must be typed word for word and recording a meeting is not recommended. If that is the case, Dumas is not willing to do the extra work and will resign as recording secretary. Dumas will contact MTA to get current and accurate information on meeting minutes and recording the minutes. Resident Dumas stated that according to the planning enabling act, the planning commission adopts by-laws governing their business is conducted. Dumas made a motion to table recording the meeting until more information can be gathered and to possibly use the device only during controversial meetings at the planning commissions discretion. Bowen seconds the motion, with all in favor motion carried.

Old Business:

The planning commission worked on the table of contents for the ordinance book. Dumas has created an automatic table of contents that is linked to the contents of the book. This is very time consuming but it's the best way to locate invisible links within the document creating the page and article numbers to be incorrect throughout the book. We are currently at Article 10 where many errors have been noted. Dumas showed the planning commission the new table of contents and where now all illustrations are included. The planning commission agreed to make solar panels its ^{own} section 15.19, Dumas also had to change Heavy Industrial to its own article which will change the numbering of all following articles. It's the only way to truly correct the errors from the past.

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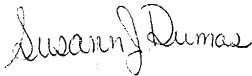
Other Business: Dumas made a motion to accept resolution EPC-Res 2018-1, 2018 Planning Commission Meeting Requirements as read. Powers seconds the motion. Roll call vote: Mueller-yes, Bowen-yes, Reliford-yes, Powers-yes and Dumas-yes. With all in favor, motion carried.

Matters pertaining to the general public. Resident Scott asked the planning commission about the solar panel installed on M-21 near Quain Road.

No Communications

Bowen moved to adjourn the meeting 8:20 p.m. Powers seconds the motion. With all in favor, Motion carried.

Recording Secretary of the Emmett Township Planning Commission,



Susann J. Dumas

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March 19, 2018

Chairman Mueller called the meeting to order at 7:12 pm. Roll call taken with Mueller, Bowen, Reliford, Powers and Dumas present.

No access to the printer to retrieve printed minutes and laptop still has printing error since the printer was moved several months ago. Dumas stated that when she finishes the ordinance book she will talk to Butler about getting the laptop fixed. In the meantime, Dumas will print the information before the meeting or continue to read from the laptop.

Dumas read the February minutes for the regular meeting and made a correction with adding "not" interested in the communications section. Bowen made a motion to accept the minutes as corrected. Powers seconds the motion. With all in favor, motion carried.

New Business

Mueller stated that zoning administrator resigned and Butler requested that the planning commission assume the responsibilities until another zoning administrator can be appointed including site plan review.

Mueller also informed that planning commission that Chairman Mueller and Recording Secretary Dumas will be paid monthly for their additional services and received a raise in pay.

Alternate Scott will be paid as a regular planning commission member for every meeting he attends.

Dumas updated the thumb drives for Bowen, Reliford and Scott.

Village of Emmett has an upcoming open hearing next Monday for the auto sales lot on the corner of M19 and M21. Some suggestions for them to consider is parking requirements and clear not obstructed view on the corner.

Old Business:

~~Mueller~~ Mueller talked to Butler about the solar farming which will remain on the agenda, but no discussion on the topic.

The planning commission continued to update the ordinance book, with spending the majority of the meeting reviewing and changing article numbers. The entire ordinance book was reviewed and there were only a few changes from last month. The book should be correct so Dumas will have the ordinance book ready and emailed to everyone in PDF format. The planning commission decided to leave the abbreviations as is for heavy and light industrial. Dumas stated there are still a few format errors which she can't remove at this time.

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Other Business:

Dumas mentioned that it would be nice to have some heat next month, a little chilly tonight, Reliford looked at the thermostat which read 48 degrees.

No Matters pertaining to the general public:

Communications:

1. St. Clair County Metropolitan Planning Commission Seminars

Mueller will ask Butler if the time the planning commission has spent reviewing the ordinance book will satisfy for the planning commissions yearly training. Everyone felt that they learned more reviewing the book than from the county seminars.

Reliford moved to adjourn the meeting 8:42 p.m. Powers seconds the motion. With all in favor, Motion carried.

Recording Secretary of the Emmett Township Planning Commission,



Susann J. Dumas

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April 16, 2018

Chairman Mueller called the meeting to order at 7:22 pm. Roll call taken with Mueller, Bowen, Reliford, Powers and Dumas present. Scott, planning alternate, is present in general public.

Dumas read the March minutes for the regular meeting. Mueller made a motion to approve the minutes as corrected with changing "Muller" to "Mueller" under the old business section. Bowen seconds the motion. With all in favor, motion carried.

New Business

The Emmett board of trustees would like the planning commission to create an ordinance for zoning administrator and gave samples to Mueller for planning to review. The planning commission will research for ordinance with similar population in a rural area for next meeting. Bowen emailed some samples to each planning commission member during the meeting. The ordinances presented by the board did not seem fitting to the townships demographics.

Old Business:

Dumas stated that the township ordinance book is completed and will email a read only document to the township supervisor if possible, sometimes the files are too big to email. It is not approved and should not be published until after an open hearing. The township supervisor and board can review the ordinance book with looking for following changes that have been made: the errors to the articles/page numbers have been corrected, gave heavy industrial its own article (Article 11), adjusted all following article numbers, changed corresponding article numbers within the text and moved solar collectors to its own section. The text is now all the same font/size where possible and should be user friendly for anyone to change in the future. Hopefully all old errors have been corrected or removed. Other changes include; illustrations are numbered and can be found in the table of contents; the table of contents is linked to the text and will change with the use of the update table of contents function. Mueller stated that any errors that are found should be directed to Dumas which will make the corrections.

Dumas will print six copies of the ordinance book for the planning commission for next meeting. It was agreed that everyone needs to have matching books to continue to work on ordinances and the master plan.

Dumas will update Mueller's thumb drive for next meeting.

Mueller had Dumas remove solar ordinances from the agenda.

Other Business:

Dumas stated that Metropolitan Planning Commission and St. Clair County Health Department are doing a survey on May 11th, 11:00 am at the Yale Senior Center. This program is called CHIP and is a follow up to a 2016 survey. The idea is to question area residents (possibly only

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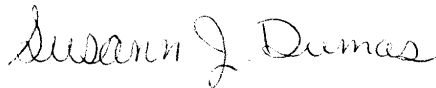
senior citizens) about health issues so the county can focus on health programs that will benefit this area. Dumas is waiting for more information from the county and is not sure what age groups are included in the survey. She will send out information when she receives it.

No Matters pertaining to the general public.

No Communications:

Reliford moved to adjourn the meeting 8:47 p.m. Bowen seconds the motion. With all in favor, Motion carried.

Recording Secretary of the Emmett Township Planning Commission,



Susann J. Dumas

Minutes of Emmett Township Planning Commission

May 21, 2018

Chairman Mueller called the meeting to order at 7:03 pm. Roll call taken with Mueller, Bowen, Reliford, and Dumas present. Powers and Scott, absent.

Dumas read the April minutes for the regular meeting. Bowen made a motion to approve the minutes. Reliford seconds the motion. With all in favor, motion carried.

New Business

Hector Jimenez inquired about a home based business, possibly wedding/photo venue on Imlay City Road. Jimenez received a copy of the home based business ordinances. Mueller requested a letter of intent.

Old Business:

Dumas gave everyone present a copy of the new ordinance book which is for planning use only, it has not been approved.

Planning Commission thumb drives are updated.

Master plan update – Dumas found the list of possible changes to the master plan that was suggested over the years. Non-conforming map, Map 4, Heavy Industrial corresponds with the ordinance book reference section Article 11. Mueller stated that we will start master plan review at the next meeting.

Mueller had several samples of zoning administrator ordinances/duties but couldn't be printed. We will try again next meeting and start review of the zoning administrator. Dumas talked to metropolitan planning commission and it is not necessary for a township to have a zoning administrator.

Dumas left the planning commission computer in the township hall for repairs, to be connected to the township printer again.

Other Business:

No Matters pertaining to the general public.

No Communications:

Reliford moved to adjourn the meeting 8:35 p.m. Bowen seconds the motion. With all in favor, Motion carried.

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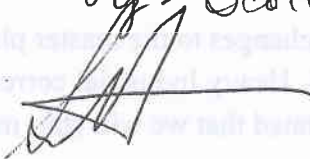
Recording Secretary of the Emmett Township Planning Commission,

Susann J. Dumas

By: *Jean Bowen*
Acting Recording Secretary

Motion to approve - Kellyford (Sandy)

2nd by = Scott (Keith)



EMMETT TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING
JUNE 13, 2018

The June meeting was called to order at 7:00 p.m. and was followed by the pledge to the flag.

Roll call was taken with Reliford, Kot, Brown, Butler and Heiden all present.

The May consent agenda was approved with a motion by Reliford and support by Heiden. The motion was approved and consisted of the May meeting minutes and financial statement. The financial statement for the month of May shows CD,s in the amount of \$74,491.08, revenue sharing \$305,264.61, park acct \$7,152.54, tax acct \$2.00, trust & agency \$6,504.52, building insp. \$17,247.05 and the general fund \$1,191.74. Accounts payable for May was \$1,047.92, added to the expenditures made during the month makes a total of \$13,284.10 for May expenses.

The supervisor has directed the clerk to divert all zoning questions to the chairman of planning or to the planning commission meeting.

Brown made a motion to contract with Alex & Sons Complete Tree Service for the quote of \$1,450.00 for the removal of the down and dead trees in our park area. Motion was supported by Heiden.

Roll call vote: Reliford; Yea, Kot; Yea, Brown; Yea, Butler; Yea and Heiden; Yea. Motion passed.

The board discussed the lawn mowing bill of \$360.00 and decided that it should have only been \$215.00 and directed the clerk to send a letter with the reason of the change according to the mowing contract along with the check.

The passing of Mary Ellen Lewis has opened an appointed position on the Board of Review. Supervisor Butler suggested Janet Butler as the replacement member. A motion was made by Heiden and supported by Reliford for Janet Butler to fill the Board of Review position for the remaining of the 2 year appointment. Motion was passed.

Joan (Kortko) Bowen & Patrick Powers were reappointed for 3 year terms on the planning commission with a motion made by Heiden and support by Reliford. Motion carried.

Planning gave their report.

Heiden made a motion and was supported by Reliford to adjourn the meeting. Motion carried. Meeting was adjourned at 8:17 p.m.

Respectfully submitted,


Beverly K. Brown, Clerk

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July 16, 2018

Chairman Mueller called the meeting to order at 7:18 pm. Roll call taken with Mueller, Reliford, and Dumas present. Bowen and Powers Scott, planning alternate, is ~~present in general public~~ absent.

Dumas read the June minutes for the regular meeting. Reliford made a motion to approve the minutes as read. Dumas seconds the motion. With all in favor, motion carried.

New Business

Reviewed telecommunications ordinances 12.06 item 27 and 13.08 for possible future tower in Emmett Township.

Old Business:

Tabled the reviewing of zoning administrator ordinance until more feedback from the Emmett Township board of Trustees. Remove from agenda until further notice.

Master plan review map 4 Existing Land Use and corresponding text. Tabled until next meeting.
Other Business:

No Matters pertaining to the general public.

Communications:

Cypress Creek – material of initial contact for renewable energy information. Mueller will contact Cypress Creek for more information.

MTA annual workshops – no one interested in attending.

Reliford moved to adjourn the meeting 8:21 p.m. Mueller seconds the motion. With all in favor, Motion carried.

Recording Secretary of the Emmett Township Planning Commission,



Susann J. Dumas

Minutes of Emmett Township Planning Commission

August 20, 2018

Chairman Mueller called the meeting to order at 7:18 pm. Roll call taken with Mueller, Bowen, Reliford, Scott and Dumas present. Powers absent.

Dumas read the July minutes for the regular meeting. Scott made a motion to approve the minutes as corrected with striking “present in general” in the first paragraph. Reliford seconds the motion. With all in favor, motion carried.

New Business

Mueller presented two applications and a letter to review to the planning commission. First was for new construction of primary residence:

Mueller contacted Mitchell Bollaert during the meeting about 13177 Atwell Road, asked questions and gathered information about the zoning form. The planning commission reviewed several ordinances then Dumas made a motion to recommend the approval of the Bollaert construction with the following conditions; the new residential construction being conforming with all existing ordinances per article 11; however, all other existing accessory structures will remain non-conforming with no additions or changes from agricultural use. All future accessory buildings shall follow current ordinance. Scott seconds the motion, with all in favor motion carried.

Second application was from Jeff & Julie Rudd, property of interest 3801 Quain Road. The planning commission recommended the following: as agricultural this is a permitted use however a letter of intent should be obtained to clarify his intent.

Then the final letter to review was from Fletcher Fealko a request for all Emmett Township ordinances that prohibit the possession of drug paraphernalia including but not limited to syringes. The planning commission’s recommendation to the board of trustees is to contact the township attorney on this matter. We currently have no ordinances regarding syringes and drug paraphernalia.

Old Business:

Master plan review tabled.

Other Business:

Up coming MPC workshops October 29th

No Matters pertaining to the general public.

Communications:

Berlin Twp. Starting master plan review

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Dumas moved to adjourn the meeting 9:32 p.m. Bowen seconds the motion. With all in favor, Motion carried.

Recording Secretary of the Emmett Township Planning Commission,

Susann J. Dumas

A handwritten signature in black ink, appearing to be 'S. Dumas', with a long horizontal line extending to the right.

EMMETT TOWNSHIP PLANNING COMMISSION
9-17-18 MEETING MINUTES

Meeting called to order by Chairman Mueller at 7:08pm

Roll Call: Scott Mueller, Keith Scott, Pat Powers, Sandy Reliford, Joan Bowen present. Susanne Dumas absent

Minutes from the August 20, 2018 meeting read. Motion to accept minutes made by Pat Powers, seconded by Keith Scott.

New Business:

- a. Discussed creating a form or letter to respond to inquiries from residents regarding approvals, or non-approvals, of permissions pertaining to zoning ordinances. Letter will include an explanation of why something is allowed, or not allowed, within the township's zoning.
- b. Discussed sending a copy of the meeting minutes with the aforementioned letter.

Old Business:

- a. Tabled review of Master Plan to next month

Communications:

- a. Letter from the Village of Emmett informing the Township of their Master Plan review.
- b. An email communication discussing medical marijuana facilities in communities was shared with the commission. Communities like the Township who did nothing are believed to have opted out of allowing facilities to open within their jurisdictions.

Motion to adjourn at 8:05pm made by Sandy Reliford, seconded by Pat Powers.

A handwritten signature in black ink, appearing to be 'S. Reliford', with a long horizontal line extending to the right.

EMMETT TOWNSHIP PLANNING COMMISSION
October 15, 2018 Meeting Minutes

Meeting called to order by Chairman Mueller at 7:00pm

Roll Call Taken: Scott Mueller, Keith Scott, Pat Powers, Sandy Reliford, Joan Bowen present
Susanne Dumas absent

Minutes of the September 17, 2018 read. Motion to approve the minutes made by Reliford, seconded by Scott

Old Business

- a. Agreed to table the ongoing review of the Master Plan until next month

New Business

- a. Discussion held regarding the commission preparing a letter to any resident, or business, after a decision has been made on their request for any changes wanting to be done on their property or structures that require permits and/or variances to ordinances. Letter would include:
 - An explanation of the board's decision
 - Any restrictions or reminders to the conformity of the property and structures after any approved changes
 - And the statement noting a copy of the letter will be kept in their permanent file in the township hall
- b. A letter was prepared for the homeowner on Atkins Rd. who had previously requested to build a new house on their property but had asked to build it near the current home's location, which still placed it behind existing barn(s) located on the property.

No New Business

Communications:

- a. A fall workshop is being offered on October 29, 2018

No comments from the public

Motion made to adjourn at 9:00pm by Reliford, seconded by Scott.



EMMETT TOWNSHIP PLANNING COMMISSION
November 19, 2018 Meeting Minutes

Meeting called to order by Chairman Mueller at 7:19pm

Roll Call Taken: Scott Mueller, Pat Powers, Sandy Reliford, Joan Bowen and Susann Dumas, present.

Minutes of the October 15, 2018 read. Motion to approve the minutes made by Reliford, seconded by Power

Old Business

- a. Agreed to table the ongoing review of the Master Plan until next month

New Business

- a. Solar Panels on 3799 Sheridan Rd, Emmett – Reviewed and discussed the proposed plan, created a letter to township board of trustees and homeowner with information and corrections needed including site plan review, screening and setback. Reliford will present it to the board.
- b. Mueller presented a copy of the metropolitan planning commission fall 2018 workshop to the planning commission, Dumas copied the presentation to everyone's thumb drives. Information on the ^{recreational} medical marijuana for the workshop was printed for Reliford to present to the board of trustees.

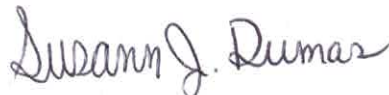
No comments from the public

Communications:

- a. Kenockee Township adopted master plan, filed at township hall.

Motion made to adjourn at 8:52pm by Bowen, seconded by Reliford.

Recording Secretary of the Emmett Township Planning Commission,



Susann J. Dumas

EMMETT TOWNSHIP PLANNING COMMISSION
December 17, 2018 Meeting Minutes

Meeting called to order by Chairman Mueller at 7:00pm

Roll Call Taken: Scott Mueller, Keith Scott, Sandy Reliford, and Susann Dumas, present. Pat Powers and Joan Bowen absent.

Dumas read the November 19, 2018 minutes. Mueller made a correction to change medical marijuana to recreational marijuana. Motion to approved as corrected minutes by Reliford, seconded by Scott

Old Business

- a. Review master plan for inconsistency between the master plan and ordinance book including solar, future land use and industrial areas. Planning commission will review the master plan in the January meeting.

New Business

- a. Reviewed setbacks of accessory buildings and possibly changing the ordinance.

No comments from the public.

No Communications.

Motion made to adjourn at 8:24 pm by Reliford, seconded by Scott.

Recording Secretary of the Emmett Township Planning Commission,

Susann J. Dumas