

# **DANBY TOWNSHIP PLANNING COMMISSION**

## **REGULAR HEARING MEETING**

**JANUARY 16, 2013**

Prior notice of the meeting having been posted, the meeting of the Danby Township Planning Commission was called to order at 7:04 p.m. at the Danby Township Hall, 13122 Charlotte Highway. The meeting opened with the Pledge of Allegiance.

**Roll Call – Members Present:** Russman, McCormack, Austin, Brown, Sprunger, Bahr and Lay.

Kim Lay was welcomed as the newest member of the Planning Commission, replacing Tony Kolarik.

### **Approval of Minutes:**

*Approve Minutes from the October 17, 2012 meeting as presented.*

Motion by McCormack.                      Seconded by Brown.                      Motion carried.

### **Approval of Agenda:**

*Approve Agenda as presented.*

Motion by McCormack.                      Seconded by Brown.                      Motion carried.

**Public Comment:** Vicki Dukes presented the Planning Commission with a letter, a survey splitting property she inherited and a letter from the property owner of the lot the Dukes have an easement through to access her property. The letter was requesting approval of a private drive for the inherited property which will be sold to her 2 children. Ms. Dukes' left immediately after presenting the material and stated that she would wait to hear from us. The Planning Commission had been put on notice regarding this property at their last meeting by Ms. Dukes and her children. Ms. Vandersloot had informed all parties involved the process they would have to follow in requesting a private drive. It was explained that they would have to submit an application to be heard by the planning commission first. After the planning commission ruling, if they were not happy, they could then appeal that decision with the ZBA.

The Planning Commission reviewed the paperwork again and determined that the property met the requirements for a private street, but not a private drive. It was also determined that the Dukes would have to follow the proper procedures which requires the completion of an application, an application fee and a public hearing before the PC could actually render an official decision on the matter. Ms. Vandersloot will again notify Ms. Dukes and advise of the required process they will need to follow.

**Election of Officers:** As this is the first meeting of 2013, the PC is required to elect officers.

*Appoint Pam McCormack as Secretary.*

Motion by Russman.                      Seconded by Sprunger.                      Motion carried.

*Appoint Joe Russman as Chair.*

Motion by McCormack.                      Seconded by Brown.                      Motion carried.

*Appoint Bill Brown as Vice Chair.*

Motion by Austin.

Seconded by Russman.

Motion carried.

**Master Plan Update:** Ms. Vandersloot advised the PC that it has been five years since the Master Plan was reviewed and updated. We will need to begin the process of reviewing the Master Plan.

**Business from Members:** McCormack wanted to make the newer members of the planning commission aware of the Citizens Planner program offered through the Michigan State Extension service. McCormack will obtain information on this program and copies of The Township Guide to Planning & Zoning book to provide to the newer members.

**Other Business:** FEMA has updated its flood plain maps in Ionia County. In order for residents to purchase flood insurance through FEMA, it appears that an ordinance may need to be in place for the Township. Ms. Vandersloot will contact LSL Planning to see what Planner has been assigned to us and inquire whether they have written any flood ordinances. It will also need to be determined whether the PC or the Township Board creates this type of ordinance.

**Public Comment:** The recent passing of Don Remboski was noted. Mr. Remboski was a Portland Township resident but attended both the Danby Township and Planning Commission meetings faithfully. His presence will be missed.

**Announcements:** The next meeting of the Planning Commission is set for April 17, 2013. Austin announced that he may not be present at the next meeting due to a planned vacation.

**Adjournment:** Adjourned at 8:45 p.m.

Dated: January 20, 2013

*Pamela McCormack*

\_\_\_\_\_  
Pamela McCormack, Planning Commission Secretary