

**KOCHVILLE TOWNSHIP PLANNING COMMISSION
MINUTES OF REGULAR MEETING
JANUARY 12, 2015 – APPROVED
PAGE 1 OF 5**

7:00 pm: opened with the Pledge of Allegiance.

Roll Call: Present: Tony Leuenberger, Joanne Cammin, Russ Herlache, Ron Robishaw, Don Jackson, Rhonda Ferrell, and Chair Kiss.

Approval of minutes of December 8, 2014: Mr. Robishaw made a motion to accept the minutes of December 8, 2014. Seconded by Mr. Jackson. Motion carried.

Approval of agenda: Chair Kiss would like to add under Other Business (B) letter from Bruce Palmer, Zoning Administrator. Mr. Jackson made a motion to accept the amended agenda. Seconded by Mr. Robishaw. Motion carried.

Public comment: no comments

Close Public comment:

PA33 Committees: Mrs. Cammin brought in a newspaper article that was in the Saginaw News on Tuesday, January 6th outlining the Great Lakes Regional Trail. Mr. Herlache wanted to recognize SVSU for their recognition of their community involvement at the Carnegie Institute.

Report from Township Board: Rhonda Ferrell:

Steve King, Township Manager, gave a presentation to the Township Board on the water and sewer finances; including a breakdown of revenue and expenditures. The City of Saginaw informed the Township in November that there will be a rate increase for 3 consecutive years beginning in 2015, but the amount of increase is yet to be determined. The sewer treatment costs from the City of Saginaw dramatically increased after the city reconciled their finances for 2009-2011. Kochville Township alone will be responsible for an additional increase of \$8,000 per month for the next 5 yrs. The main water capital improvement project which needs to be planned for is the installation of the water main during the replacement of Davis Road from Kochville to Pierce. The main sewer capital improvement project is the installation of a 24-inch Interceptor Sewer to eliminate the Liberty Road lift station.

- Resolution #14-032 water and sewer rates: fee schedule was approved. The rates will increase with the May billing cycle each year. In 2015 the water rates will increase \$.38 cents per 1,000 gallons. Sewer rates will increase by \$.75 cents per 1,000 gallons.
- Resolution #14-033: 2015 Kochville Township meeting calendar was approved. The monthly meetings will be held the third Monday of every month at the Kochville Veterans Hall beginning February 16th.
- Don Jackson was reappointed to the Planning Commission for the term of 12-30-14 to 12-29-17.
- Ron Robishaw was reappointed to the ZBA for the term of 12-30-14 to 12-29-17.
- Ed Wolcott was reappointed to the Board of Review from 1-1-15 to 12-31-16.

**KOCHVILLE TOWNSHIP PLANNING COMMISSION
MINUTES OF REGULAR MEETING
JANUARY 12, 2015 – APPROVED
PAGE 2 OF 5**

- Sheila Hill was reappointed to the Board of Review from 1-1-15 to 12-31-16.
- Joanne Cammin was reappointed to the Board of Review from 1-1-15 to 12-31-16.
- Kevin Machata was reappointed to the Parks and Recreation Committee from 11-22-14 to 11-22-17.
- Resolution #14-034 was approved for the SASWA apportionment of operational costs for 2015 fiscal year budget.
- Resolution #14-035 Appointing of Trustee and Alternate Trustee to SASWA.
- Resolution #14-036 for Contractor Registration Fee for a onetime fee of \$10.
- Resolution #14-037 was approved for the Sign Board of Appeals application fee.
- Bruce Palmer was approved as our temporary Building Official/Building Inspector until a permanent replacement can be hired.

Business Items:

- a. **Election of 2015 Planning Commission Officers:** Mr. Robishaw made a motion to nominate Joel Kiss as Chairman of the Planning Commission. Seconded by Mr. Leuenberger. Chair Kiss accepted the nomination as chairman.

Roll Call: Mr. Leuenberger – Yes; Mrs. Cammin – Yes; Mr. Herlache – Yes; Mr. Robishaw – Yes; Mr. Jackson –Yes; Mrs. Ferrell – Yes; Chair Kiss – abstained. Motion approved.

Chair Kiss nominated Mr. Leuenberger as Vice-Chair. Seconded by Mrs. Cammin. Mr. Leuenberger accepted the nomination as Vice- Chair.

Roll Call: Mr. Leuenberger – abstained; Mrs. Cammin – Yes; Mr. Herlache – Yes; Mr. Robishaw – Yes; Mr. Jackson –Yes; Mrs. Ferrell – Yes; Chair Kiss – Yes. Motion approved.

Mr. Herlache nominated Mrs. Ferrell as Secretary. Seconded by Mr. Jackson. Mrs. Ferrell accepted the nomination as Secretary for the Planning Commission.

Roll Call: Mr. Leuenberger – Yes; Mrs. Cammin – Yes; Mr. Herlache – Yes; Mr. Robishaw – Yes; Mr. Jackson –Yes; Mrs. Ferrell – abstained; Chair Kiss – Yes. Motion approved.

- b. **2014 Annual Report:** Bruce Palmer, Zoning Administrator, presented an annual report for 2014 to the Planning Commission. Mr. Jackson questioned the Bay Outboard project that was mentioned in the annual report. Mr. Dier stated the Bay Outboard site plan was approved administratively. Planning Commission committee discussed the new businesses coming to Kochville Township. Chair Kiss commended Bruce on a great job on the annual report. Mrs. Ferrell made a motion to forward the 2014 annual report to the Township Board for approval. Seconded by Mrs. Cammin. Motion carried.

- c. **2015 Capital Improvement Plan:** Mr. Dier spoke on behalf of the CIP. The layout of the document is similar to last years. It was opened up to discussion to the PC if anyone had any questions or concerns. Steve King, Township Manager, spoke on behalf of the Capital

**KOCHVILLE TOWNSHIP PLANNING COMMISSION
MINUTES OF REGULAR MEETING
JANUARY 12, 2015 – APPROVED
PAGE 3 OF 5**

Improvement Plan. He stated the Planning Commission is responsible for review and approval and recommending to the Township Board for final approval. Discussion continued.

Mr. Robishaw commented that he would like to see more in depth detail on line items within the water, sewer, and Veterans Hall categories. Mr. King agrees to be as detailed as possible for the controversial categories.

Mr. Jackson questioned Steve about the public art/sculpture displays within the Township, and why it is in the CIP since we lease the sculptures. Kochville DDA leases the sculptures for a year for \$18,000. Steve would like to propose investing to own them in the future.

Mr. Jackson made a motion to forward the 2015 CIP to the Township Board with recommendation for approval. Mr. Herlache seconded the motion. Motion carried.

- d. **Master Plan Discussion:** Ms. Traxler, McKenna Associates, passed out a draft of the 2015 Master Plan Amendment with the three sub-areas for the Planning Commission to review. She went through the acknowledgements, table of contents, introduction, sub-area existing conditions, goals and objectives, and future land use plan with map explaining the documentation to the Planning Commission.

There was discussion on the Fashion Square Blvd expansion including Krossroad's Park, and where it is situated in the zoning district: Neighborhood commercial.

Page 13 we discussed the category totals of future land use. Mr. Jackson questioned the future land use category: public and semi-public and the corresponding zoning district. It is located in a well-established area, including the University and the waste water treatment plant.

Page 14: Design guidelines page would include graphics and narrative format. It will state the do's and don'ts of the development patterns. It will also include an action plan with goals and objectives.

Page 15: Implementation page would include the description of projects and special funding.

At the February monthly meeting the complete master plan draft will be presented to the PC for review and comments.

At the March monthly meeting a complete revised copy of the master plan; including comments will be presented to the PC. There will be an option for recommendation to the Township Board and distribution to the surrounding communities. It will be a 63 day review process.

After the review process, the master plan will come back to the PC for public hearing possibly in June. There will then be a possible revision/recommendation to the Township Board.

Chair Kiss commented on his concerns with the cover of the master plan and the pictures that were displayed on it. Mr. Dier would like to see future/vision on the cover and possibly a picture of the Pierce Road/Blvd with SVSU signage.

Mr. Leuenberger discussed expanding the eastern boundaries of the Bay Road connection to include 2 parcels and the possibility of a buffer between the 2 sub-area boundaries.

Ms. Traxler will make changes to the Master Plan based on the comments from the Planning Commission.

**KOCHVILLE TOWNSHIP PLANNING COMMISSION
MINUTES OF REGULAR MEETING
JANUARY 12, 2015 – APPROVED
PAGE 4 OF 5**

Other Business:

a. Approval of 2015 Planning Commission Meeting Calendar:

Chair Kiss presented the 2015 Planning Commission Meeting Calendar to the Planning Commission. It will be the second Monday of each month at 7 p.m. Here is a list of the 2015 meeting dates for the Planning Commission.

February 9

March 9

April 13

May 11

June 8

July 13

August 10

September 14

October 12

November 12

December 14

The Commissioners were all in agreement to accept the 2015 Planning Commission meeting calendar.

b. Letter from Bruce Palmer, Zoning Administrator: Chair Kiss read the letter written by Bruce Palmer to the Planning Commission on the monthly updates of the Township. Mr. Lynn Kauer's application, as an alternate to the ZBA, was approved. The ZBA meeting will be held January 22nd at 6 p.m. Decorative Concrete purchased the Wurth Supply building on N. Michigan. They are planning on remodeling with expansion of the building in the future. The rental ordinance is progressing and the inspections will be done by Mr. Palmer. The Township will allow self-inspections by the landlord. The 2014 annual report is completed.

Mr. Jackson questioned the self-inspections of the rentals, and wondered if there was going to be an initial inspection. Mr. King stated we have to be cautious on the inspection process. We have approximately 271 rental homes in the Township.

Mr. Palmer will work under the 2012 Property Maintenance Code which will focus on the exterior of the rental home. The 2009 Residential Building Code will focus on the structural portion of the rental home.

Mr. Dier stated Saginaw Township's rental units are complaint based. Rental licenses are \$10 annually.

Mr. Jackson questioned Kochville Township's pricing. Mr. King stated \$20 a year with possibly a 2-3 year renewal, but it is not finalized yet. Our goal is to get an accurate number of rental properties within the Township.

Mrs. Cammin would like to see an annual licensing fee of \$10 because of the huge turnover of renters.

**KOCHVILLE TOWNSHIP PLANNING COMMISSION
MINUTES OF REGULAR MEETING
JANUARY 12, 2015 – APPROVED
PAGE 5 OF 5**

Comments from Staff/Commission: Steve King, Township Manager, spoke about water and sewer rates, staff restructuring within the water and sewer department and CIP. There will be a letter sent out soon to water and sewer customers concerning the rate structure. Kochville Township DDA is focusing on Fashion Square Blvd, street lights down Bay Road, constructing another “Welcome to Kochville” sign, and on how to improve the Farmer’s market. DDA funding was approved and extended until 2064. Mrs. Cammin asked to be excused from the February 9th meeting.

Adjourn: Next meeting: February 9, 2015: Next meeting will be held at the Veterans Hall at 3265 Kochville Road. Chair Kiss would like to thank Bruce Palmer for the annual report. He would also like to thank Tony Dier and Tony Leuenberger for the Capital Improvement plan.

Mr. Jackson made a motion to adjourn. Seconded by Mr. Robishaw. Motion carried.

Respectfully submitted by:

Rhonda Ferrell, Secretary