

**VILLAGE OF KALKASKA
PLANNING COMMISSION MEETING
JUNE 5, 2008**

COUNCIL CHAMBERS – 200 HYDE STREET

MINUTES OF THE MEETING

CALL TO ORDER

1. Chairperson Shirley Whipple called the meeting to order at 7:00 p.m. in the Council Chambers, followed by prayer and pledge of allegiance.

Planning Commissioners Present
Shirley Whipple, Chairperson
Virginia Thomas, Village President
Penny Hill, Village Manager
Al Jordan
Ruth Hall, Trustee
Francis Kelly
Susan Walter

Planning Commissioners Absent
Bob Larsen

Public Present – Deputy Clerk Mary Deb Rabourn.

APPROVAL OF AGENDA

Chairperson Whipple asked if there were any changes or additions to the Agenda.

Walter suggested that they discuss changing the meeting date in July, due to the meeting falling on the 3rd of July. Chairperson Whipple added this as item C under Current Business.

Thomas made a motion to approve the agenda with the addition. Hall seconded the motion. On a voice vote, motion passed.

APPROVAL OF MINUTES

2. Chairperson Whipple asked if there were any changes to the minutes from the May 1, 2008 regular meeting.

Jordan stated that the word “Reality” needed to be changed to “Realty” in two places on page six. Manager Hill stated that, under Site Plan Review, each numbered item should be described instead of just reading “item has been resolved”.

Thomas made a motion to approve the minutes from the May 1, 2008 regular meeting as corrected. Jordan seconded the motion. On a voice vote, motion passed.

SITE PLAN REVIEWS

3. None

UNFINISHED BUSINESS

4. None

CURRENT BUSINESS

5. A. Property Beautification Awards – Chairperson Whipple asked if anyone had suggestions for the awards. Commission went over the list of homes and businesses they had previously discussed. For residential they had discussed 315 W. Dresden, Carlisle's at 705 W. Dresden and Doug Stephens' at 610 N. Walnut. For commercial they had discussed McLean's Hardware, Elmer's Cement Factory and the new hair salon at 237 S. Cedar Street.

Kelly made a motion to give the Commercial Property Beautification Award for June 2008 to McLean's Hardware at 109 Oak Street. Hill seconded the motion. On a roll call vote with Chairperson Whipple, Jordan, Thomas, Hall, Walter, Kelly and Hill voting "Yea", motion passed.

Thomas made a motion to give the Residential Property Beautification Award for June 2008 to Doug Stephens at 610 N. Walnut Street. Hill seconded the motion. On a roll call vote with Chairperson Whipple, Hall, Walter, Kelly, Hill, Jordan and Thomas voting "Yea", motion passed.

Chairperson Whipple asked Deputy Clerk Mary Deb Rabourn to make appointments for them to present these awards.

6. B. Update on New Legislation Information received at the Planning and Zoning Workshop in Traverse City. Chairperson Whipple turned the floor over to Manager Penny Hill.

Manager Hill stated that she and Bob Larsen had attended the Planning and Zoning Workshop in Traverse City, and had received a large binder with information on the new laws for Planning and Zoning. She stated that there were three zoning acts that have now been combined into one law called the Michigan Zoning Enabling Act. She had included a large list of things to be done in their packets. Manager Hill went through some important things on the list. She suggested that they consider creating a Recreation Plan so that they would be able to apply for recreation grants through the DNR. Manager Hill thought that they should create a committee to look over all these items and see where they need to make changes, as well as compare the list to the ordinance and Master Plan. She stated that she would be willing to head the committee.

Chairperson Whipple stated that she would also like to be involved.

Walter wondered if Bob Larsen would be willing to be on the committee as well.

Manager Hill stated that they would make the changes and issue a new printed plan.

Walter wondered about using TBA to get the new ones re-printed and possibly use some of the pages that do not have changes on them.

Manager Hill stated that it looked like only 10 pages would need to be corrected or updated.

Walter wondered about the office investing in a binding machine, so that these kinds of projects could be done in-house. She suggested that the cost could be split between the Village, DDA and Planning Commission.

Thomas asked if the office staff could look into the cost for a binding machine.

Manager Hill stated that they would look into that, as well as speak with Bob Larsen to see if he is interested in being on the Committee to Review Planning Related Ordinances.

Thomas made a motion to start up a Committee to Review Planning Related Ordinances and appoint Penny Hill, Shirley Whipple and Bob Larsen to be on the committee. Walter seconded the motion. On a voice vote, motion passed.

7. C. Meeting in July 2008 – Chairperson Whipple stated that they should discuss the possibility of changing the meeting in July as it falls on Thursday, July 3, 2008, right before the holiday. The Commission discussed and felt that the meeting could be pushed back a week to July 10, 2008.

Kelly made a motion to change the regular Planning Commission meeting on Thursday, July 3, 2008 to Thursday, July 10, 2008 at 7:00 p.m. Hall seconded the motion. On a roll call vote with Chairperson Whipple, Kelly, Walter, Jordan, Thomas, Hill and Hall voting “Yea”, motion passed.

8. Chairperson Whipple asked about the Property Beautification Awards for July of 2008 and wondered if they should decide on those awards so that they could be presented on July 10, 2008 before their meeting.

Commission discussed their previous recommendations, as well as Mark Fitch’s home at 502 Evergreen Street.

Jordan made a motion to give the Commercial Property Beautification Award for July of 2008 to the new Hair Salon, Bella Voi, at 237 S. Cedar Street. Walter seconded the motion. On a roll call vote with Chairperson Whipple, Jordan, Thomas, Hall, Kelly, Hill and Walter voting “Yea”, motion passed.

Jordan made a motion to give the Residential Property Beautification Award for July of 2008 to Mark and Jennifer Fitch at 502 Evergreen Street. Hall seconded the motion. Thomas stated that she would have liked to see the Fitch's home before voting, but would believe the opinion of the Commission. On a roll call vote with Chairperson Whipple, Thomas, Kelly, Hall, Walter, Jordan and Hill voting "Yea", motion passed.

PUBLIC COMMENT

9. Chairperson Whipple asked if there was any public comment.

Walter asked about the State of Michigan building project and if they had to do a site plan.

Manager Hill stated that she checked and they have jurisdiction over their own property; therefore, they do not have to do a site plan through the Village. She stated that they did show the plans to Craig Wood, Jerry Seay and her. She stated that it would be a testing laboratory for asphalt.

Walter asked about the policy for correspondence received in the office for the Planning Commission. She asked if someone brought in a letter after the agenda went out, but prior to the meeting, would a copy of the letter still be given to the Commission at that meeting.

Manager Hill stated that, if it was just an informational letter for the Planning Commission, then someone could bring it in on the same day as the meeting and it would be presented to the Commission. The letter in question, however, was a request for change to the ordinance on fencing in the Medical District and therefore would need to be put on the agenda for the next meeting.

ADJOURNMENT

10. Motion by Walter, second by Hill to adjourn. Motion passed on a voice vote. Meeting adjourned at 7:45 p.m.

Typed by: Mary Deb Rabourn, Deputy Clerk