

**VILLAGE OF KALKASKA  
PLANNING COMMISSION MEETING  
JANUARY 8, 2009**

**COUNCIL CHAMBERS – 200 HYDE STREET**

MINUTES OF THE MEETING

**CALL TO ORDER**

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  
Bob Larsen  
Al Jordan  
Ruth Hall, Trustee  
Francis Kelly  
Susan Walter

Planning Commissioners Absent

None

Public Present – Fred Campbell of JML Design and Deputy Clerk Mary Deb Rabourn

**APPROVAL OF AGENDA**

Chairperson Whipple asked if anyone had anything to add to the agenda. She stated that she would like to add an update on the Wind Conference that she had attended, the GIS Conference that Manager Hill had attended, and an update on the building owned by Stock Lumber all under Unfinished Business.

Hill asked that they add a letter from the County Planning, correspondence from Lou Nemeth, and two workshops.

Motion by Walter, seconded by Larsen, to approve the agenda with additions. On a voice vote, motion passed.

**APPROVAL OF MINUTES**

Chairperson Whipple asked if there were any changes to the minutes from the November 6, 2008 regular meeting.

Motion by Thomas, seconded by Jordan, to approve the minutes from the November 6, 2008 regular meeting as written. On a voice vote, motion passed.

### **SITE PLAN REVIEW**

Glen's Market – Chairperson Whipple stated that Fred Campbell from JML Design Group was present to give a presentation on the upcoming site plan review application to be submitted by Glen's Market.

Fred Campbell thanked the Planning Commission for letting him speak even though a site plan application had not been submitted yet. He explained that Spartan had contacted him regarding a freezer addition onto the back of the building, and adding a pharmacy with a drive-thru lane on the front of the building. He stated that most of the changes would be on the inside, with very little change to the actual outside structure. He went over the diagrams of the building and proposed changes.

Thomas stated that she liked to see businesses in town expand and make improvements.

Mr. Campbell asked the Commission what he needed to do to get everything in order.

Manager Hill stated that she would send the drawings on to Clyde Johnson of Gosling Czubak and get his comments on them. She asked Mr. Campbell to add the percentage of slope on there and bring everything into the Village Office as soon as he can.

Larsen asked about the alleyway being a problem with the drive thru coming right out at the end of the building on the alley.

Mr. Campbell agreed that this would be a problem and he intended to talk to Spartan about that before he submits the site plan application.

The Commission talked about holding the Public Hearing at the next regular meeting in February, which would give him time to get everything submitted to the Village.

Hill asked if they could discuss changing the regular meeting time from 7:00 pm to 6:00 pm, due to the fact that all of the other meetings for the Village take place at 6:00 pm.

Discussion took place about changing the meeting time.

Thomas made a motion to change the Planning Commission regular meeting time from 7:00 pm to 6:00 pm on the First Thursday of each month, beginning in February of 2009. Larsen seconded the motion. On a roll call vote with Chairperson Whipple, Larsen, Thomas, Hall, and Hill voting "Yea", and Jordan, Walter, and Kelly voting "Nay", motion passed.

Hall made a motion to schedule a Public Hearing for the Glen's Market site plan application on Thursday, February 5, 2009 at 6:00 pm. Jordan seconded the motion. On a roll call vote with Chairperson Whipple, Hall, Walter, Larsen, Kelly, Hill, Jordan, and Thomas voting "Yea", motion passed.

### UNFINISHED BUSINESS

- A. Stock Lumber Building at 601 Hyde Street – Chairperson Whipple turned the floor over to Penny Hill.

Hill stated that Chief Bonofiglio had sent numerous letters and tried to make contact with the owner to work things out. She stated that they are not in compliance, which was what the correspondence had informed them.

Chair Whipple stated that she would like to see the building torn down and the lots divided up and sold as residential.

- B. GIS Workshop – Hill handed out a synopsis of the meeting and then read the highlights.
- C. Wind Energy Workshop – Chairperson Whipple asked Larsen to speak about the workshop. Larsen stated that it was very interesting, but just not feasible for the Village because of the lack of space.
- D. Upcoming Workshops – Hill discussed two fliers that she had given to each of the members, one being the Northwest Michigan Transition to the Knowledge Economy Work Shop and the other was Planning and Zoning Essentials by MAP Training Workshop. She stated that the first one was free, but the MAP Training had a registration fee so they would be limited to how many people they send. The Commission discussed the fees and who was interested.

Thomas made a motion to send Ruth Hall and Al Jordan to the full program of the MAP Planning and Zoning Essentials at a fee of \$85.00 per person. Kelly seconded the motion. On a roll call vote with Chairperson Whipple, Thomas, Walter, Hall, Kelly, Hill, Larsen, and Jordan voting “Yea”, motion passed.

### CURRENT BUSINESS

- A. 2009-2010 Budget – Manager Hill stated that most things within the budget would stay the same, but she wanted them to see what types of things were charged to the Planning Commission. She stated that, if they were considering contracting help to amend the Master Plan, then they should submit a request to the Village Council to add the money to their budget. She stated that they would need to budget approximately \$10,000 dollars.

Thomas made a motion to send the Planning Commission 2009-2010 Budget as a whole to the Village Council for consideration and approval. Hall seconded the motion. On a roll call vote with Chairperson Whipple, Kelly, Walter, Jordan, Larsen, Thomas, Hill, and Hall voting “Yea”, motion passed.

Hill mentioned that the County was considering contracting services for the amendment of their master plan as well.

Walter wondered if they could approach the County to see if they could go in together and get the services cheaper.

Hill stated that she would speak to the County and get information.

- B. Recreation Plan – Whipple wondered if they should all take sections, research them, and then come back at the next meeting to present their section for discussion.

Hill stated that they were in no hurry to submit a recreation plan because it had to be filed in December of each year. She suggested that they take their time, read it, and then discuss it all together. The Commission decided to discuss it as a whole at the next meeting.

- C. Correspondence – Hill stated that she had received an email from Lou Nemeth asking if the Planning Commission would be interested in contributing to costs of workshops that they could bring into the area. She felt that these would only be similar to what is already being done in Northern Michigan, and she didn't think it would be necessary to bring in more. She stated that she would find out more information before they make a decision.

#### **PUBLIC COMMENT**

No public present to make comment.

#### **ADJOURNMENT**

Motion by Larsen, seconded by Jordan to adjourn. Motion passed on a voice vote. Meeting adjourned at 8:30 p.m.

Typed by: Mary Deb Rabourn, Deputy Clerk