Hopkins Township Planning Commission

Minutes Special Meeting 2/25/2014

Planning Commission Members: Chair Lori Castello; Mark Forbes; Tadd Heft; Mike Timmer; Chuck Wamhoff; Fred Morley

Members Present: Lori Castello; Tadd Heft; Mike Timmer; Chuck Wamhoff; Fred Morley

Meeting Called to Order at: 7:05 PM Meeting Adjourned at: 8:30 PM

# Location: Hopkins Township Hall

+ Commission attendance noted above.

+ Zoning Administrator Kirk Scharphorn in attendance

**Agenda**

* Review Minutes of November 19, 2013 Meeting.
* Election of Planning Commission Officers for 2014.
* Master Land Use Plan Review.
* Home Occupation Ordinance Questions.
* Other Commission Business.

**Call to Order:** 7:00 PM.

**Review Minutes of November 19, 2013 Meeting:** The minutes for this meeting will be dealt with at the next Commission meeting.

**Election of Planning Commission Officers for 2014:** Lori Castello was elected Chair. Fred Morley was elected Secretary.

**Master Land Use Plan Review:** We need to continue our review of the Master Plan in addition to completing other Commission responsibilities. To have the time necessary, we need to meet more often than quarterly. The following are the Planning Commission meetings scheduled for the remainder of 2014: March 18; April 22 (quarterly meeting); April 29; May 27: June 24: July 22 (quarterly meeting); July 29; August 26; September 23; October 14; October 28 (quarterly meeting); November 18; December 16. All meetings will be at 7:00 PM.

**Home Occupation Ordinance Questions:** The Commission has submitted this revised Ordinance to the Township Board. They have questions on the implementation and enforcement of this revised Ordinance.

*What is the Planning Commission’s vision of how this new [revised] home occupation ordinance should be implemented and enforced?* The initial task will be to disseminate information about the revised Ordinance. Several mechanisms may be used for this: information meeting to review the Ordinance provisions, including a question and answer session; place information on the Township web site; publish information in the Penasee Globe; post notices around the community; place information on the town broadcast web site. Enforcement would be complaint driven as it always has been.

*Will letters be sent out (and by whom) to property owners that are currently operating a business that we do not have a record of a prior approval?* Letters would not be sent out. The information meeting and other information dissemination should cover this.

*Are the Planning Commissioners recommending a grace period to apply for home occupation business? If so what?* A 60 day grace period is recommended. This would start from the time of the publishing of the revised Ordinance. Discounted application fee rates would also be included.

*What is the Planning Commission’s recommendation for enforcement for those who are currently operating a home occupation business and do not apply for home occupation approval?* Enforcement would be complaint driven. If the Zoning Administrator knows about a situation like this, an enforcement letter would be sent.

*What is the Planning Commission’s recommendation on how to handle the businesses that are currently operating that apply and are denied, because they do not meet the criteria of the new [revised] ordinance?* It is recommended that if an application cannot be approved, that we try to make things work. If neighbors are okay with the business and there are no prior complaints, we recommend that we consider making it a legal, non-conforming business.

**Other Commission Business:**

**Special Use Permit (SUP) for the former Stamm Property:** We will make the environmental reports part of this SUP.

**131 Corridor:** With all the property sales in Wayland Township near the casino, concern was expressed about what affect this activity will have on Hopkins Township and our Master Land Use Plan.

**Next Meeting:** Our next meeting will be March 18, 2014 at 7:00 PM.

**Meeting Adjourned:** 8:30 PM.

Submitted by:

Fred Morley, Secretary

Hopkins Township Planning Commission Minutes approved: