

Hopkins Township Planning Commission  
Minutes Regular Meeting 7/23/2013

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

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

Meeting Called to Order at: 7:00 PM Meeting Adjourned at: 9:00 PM

Location: Hopkins Township Office

- + Commission attendance noted above.
- + Zoning Administrator Kirk Scharphorn in attendance

**Agenda**

1. Presentation and Adoption of Agenda
2. Review and Adoption of Minutes from previous meeting
3. Public Comment
4. Old Business
  - a. Home Occupation Ordinance Draft
    - i. Discuss options
      1. Keep as presented with minor tweaks
      2. Consider allowing some home occupations as uses by right
      3. Class I SUP- to be legal we MUST publish notice in paper (expense)
    - ii. Plan next steps depending on discussion outcome
      1. More work- with whom/timeline
      2. Present for public hearing when ready
  - b. Master Plan Update
    - i. Review documents and memo from Kirk
    - ii. Discuss planned outline/checklist and amend as needed
      1. Identify any other needed information
    - iii. Set up frequent meetings and timeline to complete plan review
      1. Meeting Dates: \_\_\_\_\_
5. New Business
  - a. Regular Meetings schedule
    - i. Plan for more frequent "regular meetings"
      1. How many/when? 6/8 times year? Monthly? Thoughts... there is always work to be done.
6. Commissioners' Comments
7. Public Comment
8. Next Meeting Date (see above): \_\_\_\_\_
9. Adjourn

## Agenda Items

**Call to Order:** The meeting was called to order at 7:00 PM.

**Presentation and Adoption of Agenda:** There were two additions to the agenda, both under New Business. One was the Class I Committee needs to meet to deal with a Class I use request. The second was regarding the Planning Commission meeting minutes being emailed to the Township Clerk for posting on the web site.

**MOTION:** A motion was made and supported to accept the Agenda as presented with the two additions. This motion was approved.

**MOTION:** A motion was made and supported to approve the minutes of the April 23, 2013 meeting previously emailed to commissioners. This motion was approved.

**MOTION:** A motion was made and supported to approve/reapprove the minutes of the March 12, 2013 meeting. This motion was approved.

**Public Comment:** None.

### **Old Business:**

**Home Occupation Ordinance Draft:** Zoning Administrator Scharphorn handed out a packet of information on the Home Occupation Ordinance. This packet contained an "Implementation Checklist for Home Occupation Ordinance" and three drafts of a Home Occupation Ordinance. Essentially draft #1 was what this Commission had previously sent to the Township Board and was sent back for further work; draft #2 was draft #1 with some changes; draft #3 was very different than drafts #1 and #2 and was based on an ordinance from another jurisdiction.

Some of the discussion points were: The area within the home that should be used for the occupation; whether a home occupation should be allowed "by right"; consideration of a home occupation in a detached building; the cost to the Township to implement; when the occupation is incidental to the use of the home as a residence; home occupations are a good thing; occupations that do not fit in a home setting.

After much discussion the consensus was that we should go with draft #3 and review this draft in detail. There was a concern about the specifics on what this draft would allow for signs. Zoning Administrator Scharphorn will look into this to see that this draft is consistent with our Sign Ordinance. After this draft is adjusted, it will be submitted to the Township Attorney for review. When finalized, a public notice hearing will be held for public review of the proposed Home Occupation Ordinance

**Master Plan Update:** Zoning Administrator Scharphorn handed out a Memorandum titled "Master Plan Review Process" with attachments to guide commissioners in their needed review of the Master Plan. We need to address things like making the Master Plan consistent with the Ordinance, lot sizes and do we want to plan for commercial development. Changes in the community need to be considered in our planning process.

**New Business:**

**Regular Meetings Schedule:** We need to have more meetings to address planning issues. The review of the Master Plan is an example of this need. We agreed to additional meetings as follow: August 6 and 20; September 3 and 17; October 1. These meetings will be work sessions. Our regular quarterly meeting is October 22. We should schedule meetings every month in 2014.

For the August 6 meeting commissioners should review the Master Plan Review Process checklist in the handout. We should also review the first two items in the other material attached to Zoning Administrator Scharphorn's memorandum.

**Class I Committee:** Will meet before the August 20 meeting.

**Commissioners' Comments:** Commissioner Lee Murray submitted a letter stating that after serving on the Planning Commission for 37 years he has decided to step down and resign his position. Lee will be greatly missed. He has contributed much from his knowledge and dedication. Thank you Lee for your dedication to the community.

**MOTION:** At 9:00 PM a motion was made and supported to adjourn. This motion was approved.

Submitted by:

Fred Morley, Secretary

Hopkins Township Planning Commission

Minutes approved: