

VILLAGE OF SCHOOLCRAFT
PLANNING COMMISSION
APRIL 12, 2021

The Regular Meeting of the Planning Commission held via Zoom was called to order by Commissioner Pfof at 7:00 p.m.

ROLL CALL:

Present: Pfof, Gunnett, Rozeboom, Doorn, Brohl, and Bingaman.

Absent: Smith.

Also Present: Kirk Bergland, John Stodola, and Julie Johnston (joined at 8:27p.m.).

APPROVAL OF AGENDA:

Motion by Gunnett, seconded by Doorn, to approve the agenda as presented. All aye.

APPROVAL OF MINUTES:

a) Motion by Rozeboom, seconded by Gunnett, to approve the minutes of the Regular Meeting of February 8, 2021, as presented. All aye.

b) Motion by Gunnett, seconded by Brohl, to approve the minutes of the Special Meeting of March 29, 2021. All aye.

PUBLIC HEARINGS:

None.

CITIZENS ON NON-AGENDA ITEMS:

Mr. Terry Blodgett appeared before Planning Commission regarding site plan review. It was explained that he was not on the agenda due to the fact that the site plan application was not complete, and therefore, did not meet the requirements for Planning Commission review

Mr. Blodgett had the following comments:

- He stated that he was submitting the same site plan that had been submitted three years ago, and the Planning Commission did not have an issue at that time.
- He stated that it would have been nice to know that he was not on the agenda.

Village Manager Cheri Lutz had the following comments:

- Stated that the Planning Commission had instructed her not to accept incomplete site plans, and that she was following their direction.
- She stated that the directive was given to her by the Planning Commission, and that the Planning Commission needs to stand by their decisions.
- She stated that she recognizes that conflict with citizens can be uncomfortable however, the Planning Commission must stand by their decisions.
- She stated that the Village Staff is maxed out, and cannot handle additional meetings and administrative work due to Special Meetings, and that the Planning Commission would have numerous Special Meetings due to deadlines not being met.

- She stressed the importance is meeting both the deadlines of Associated Government Services, and her deadline for Planning Commission materials stressing that last minute submissions generally create extra work, and errors due to the fact that they are rushed through at the last possible moment.
- She stated that the Planning Commission does not have the authority to “waive” requirements that are in the Zoning Ordinance.
- She asked Village Planner Julie Johnston to provide additional comments.

Village Planner Julie Johnson has the following comments:

- She acknowledged that as a Planner, and as an Administrator, it is important to follow process and procedure that are required in the Zoning Ordinance.
- She stated that the Planning Commission cannot “waive” Zoning Ordinance requirements, and that must be done through the Zoning Board of Appeals.
- She stated that site plans should be complete at the time of application, and that in nearly every instance there are one or two items that will not be on the site plan.
- She stated that it becomes an administrative problem for staff to manage multiple meetings, paperwork, and follow up.

Commissioner Gunnett had the following comments:

- He stated that he agrees with the Village Manager.
- He stated that last minute submissions cause critical errors.
- He stated that the Planning Commission did instruct the Village Manager not to accept incomplete applications.

Chairperson Pfof stated that she agreed with the above comments, and that another applicant had submitted materials that were not within the required time frame set forth by the Zoning Ordinance, and therefore, had not been put on the agenda.

Chairperson Pfof called for individual opinions regarding complete site submissions as follows:

- Commissioner Gunnett stated that he wants to see complete site plans.
- Commissioner Doorn stated that she wants to see complete site plans.
- Commissioner Bingaman stated that the Planning Commission should follow the process outlined in the Zoning Ordinance which calls for complete site plans.
- Commissioner Brohl stated that she wants to see complete site plans.
- Commissioner Rozeboom stated that he wants to see complete site plans.

Summary of Discussion:

Chairperson Pfof will review the Site Plan Application Checklist to determine what does or does not belong on the Site Plan Checklist.

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Village Manager Cheri Lutz will follow up with Associated Government to determine what conversation(s) took place between Mr. Blodgett and AGS, and will report back to the Planning Commission at the May 10, 2021, meeting.

To Be Determined:

Will the Planning Commission accept "penciled in" items for site plan review?
Will the Site Plan Review application need to be modified?

UNFINISHED BUSINESS:

Discussion took place regarding various Zoning Ordinance Changes with the following notes:

- Village Planner and Commissioners will discuss issues related to Accessory Structures.
- Changes will be made to increase the number of structures on a residential site.
- Discussion took place regarding the definitions of wall and fence.

Village Planner Julie Johnston will make requested changes and modifications for presentation at the May 10, 2021, Planning Commission meeting.

NEW BUSINESS:

ADJOURNMENT:

Motion by Gunnett, seconded by Brohl, to adjourn the meeting. The meeting was adjourned at 9:20 p.m.

Mae Pfost, Chairperson

Cheri M. Lutz, Recording Secretary