

**CHARTER TOWNSHIP OF VAN BUREN  
PLANNING COMMISSION  
OCTOBER 12, 2016  
MINUTES**

Chairperson Thompson called the meeting to order at 7:35 p.m.

**ROLL CALL:**

**Present:** Jackson, Boynton, Kelley, Atchinson, Budd, Franzoi and Thompson.

**Excused:** None.

**Staff:** Director Akers, Deputy Director Best and Secretary Harman.

**Planning Representatives:** McKenna Associate, Patrick Sloan.

**Audience:** Three (3).

**APPROVAL OF AGENDA:**

**Motion Kelley, Jackson second to approve the agenda of October 12, 2016 as presented.**

**Motion Carried.**

**APPROVAL OF MINUTES:**

**Motion Kelley, Budd second to approve the regular meeting minutes from September 28, 2016 as presented. Motion Carried.**

**NEW BUSINESS:**

**ITEM # 1                    ZONING ORDINANCE UPDATE**

**TITLE:                    THE VAN BUREN TOWNSHIP PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT HAS PROPOSED A COMPREHENSIVE UPDATE OF THE ZONING ORDINANCE. THE DEPARTMENT WILL EVENTUALLY ASK THE COMMISSION FOR A RECOMMENDATION FOR THE UPDATED ZONING ORDINANCE TO THE TOWNSHIP BOARD OF TRUSTEES.**

**INFORMATION:        THE UPDATED ZONING ORDINANCE IS PRESENTED TO THE PLANNING COMMISSION FOR EVENTUAL REVIEW AND RECOMMENDATION TO THE TOWNSHIP BOARD OF TRUSTEES. THE ORDINANCE IS BEING PRESENTED IN MULTIPLE PARTS TO THE COMMISSION. AT THIS MEETING, THE DISCUSSION WILL FOCUS ON THE FOLLOWING SECTIONS:**

- 1. ARTICLE 12 (ADMINISTRATIVE PROCEDURES)**
- 2. ARTICLE 13 (ADMINISTRATIVE ORGANIZATION)**
- 3. ARTICLE 14 (NONCONFORMITIES)**

McKenna Associate, Patrick Sloan gave the Zoning Ordinance Update presentation. The Zoning Ordinance received a technical review in 2014 identifying strengths, weaknesses and areas of improvement. The update is in Microsoft word format to allow more consistent updating and the addition of graphics, tables, links and cross-references. Mr. Sloan displayed a PowerPoint presentation discussing the changes to Article 12 – Administrative Procedures, Article 13 – Administrative Organization and Article 14 – Nonconformities.

Commissioners thanked the subcommittee for their hard work. Commissioners discussed the site plan review process, performance guarantees, bonds versus cash or deposits, bank letters of credit, a tracking system for bonds, public hearing procedures and public hearing notification requirements.

No comments from the audience.

**GENERAL DISCUSSION:**

**ITEM #1                      CASE #16-033 – COUNTRY WALK ARCHITECTURAL**

Director Akers gave the update on the Country Walk architectural request. Staff met with Gilbert Homes regarding the concerns discussed at the 9-28-16 Planning Commission meeting. Staff will review every home elevation, the applicant will install brick to the belt core on all four (4) sides, the applicant brought in roof and brick samples consistent with existing homes, staff found no porch size requirements in the PRD, vinyl siding above the garage is consistent with existing homes, staff found no requirements in the PRD regarding the bump out fireplace and the applicant has agreed to plant an evergreen or arborvitae to screen the bump out from the road.

Commissioner inquired about the cost of evergreens and the expense to the homeowner or developer.

No comments from the audience.

**Motion Boynton, Jackson second to adjourn at 8:22 p.m. Motion Carried.**

Respectfully submitted,

Christina Harman  
Recording Secretary