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**HAMBURG TOWNSHIP
SPECIAL PLANNING COMMISSION
JOINT MEETING
Hamburg Township Hall Board Room
Wednesday, February 26, 2020
7:00pm**

1. Call to Order:

Planning Commission Vice Chairman Muir called the meeting to order at 7:00 p.m.

2. Pledge to the Flag:

3. Roll Call of the Board:

Planning Commission: Present: – Bohn, Hamlin, Leabu, Muir, Priebe (also on Zoning Board of Appeals), and Koeble (Trustee on the Township Board and on Parks & Recreation) Absent: Muck

Hamburg Township Board Present: Supervisor Hohl, Dolan (also on Parks & Recreation and Zoning Board of Appeals), and Koeble (also on Parks & Recreation and Planning Commission) Absent: Hahn and Menzies & 1 Vacancy

Zoning Board of Appeals Present: Chairperson Priebe (also on Planning Commission), Dolan (Trustee on the Township Board), Rill and Watson Absent: Auxier, Diepenhorst and Hollenbeck

Parks & Recreation Present: Dolan (Hamburg Township Clerk), Koeble (Trustee on the Hamburg Township Board and on Planning Commission) Absent: Auxier & Muck

Also Present: Amy Steffens, Planning and Zoning Administrator; Scott Pacheco, Township Planner, Ted Michowski, Code Enforcement Officer, Deby Henneman, Parks Coordinator, and Fire Marshall Jordan Zernick,

4. Call to the Public:

Vice Chairman Muir opened the call to the public. Hearing no response, the call was closed.

5. Correspondence:

There was no correspondence presented.

6. Approval of Agenda:

Motion by Bohn, supported by Priebe

To approve the agenda as presented

Voice vote: Ayes: 6 Nays: 0 Absent: 1 MOTION CARRIED

7. Current Business:

A. Kathleen Kline-Hudson, Livingston County Planning

Ms. Kathleen Kline-Hudson was unable to attend due to the inclement weather.

B. Parks and Recreation Committee updates

Clerk Dolan stated that we have a student athlete from Pinckney High School who will become a member of our Parks and Recreation Committee. He further discussed the make-up of the Committee.

Deby Henneman, Parks Coordinator, discussed the upcoming Spring clean-up event to be held Saturday April 25th. She discussed other on-going projects such as the Master Plan, Adopt-a-Garden and bench programs.

Discussion was held on community support of possible pickleball area.

C. General Ordinance codification update

Henneman discussed the on-going ordinance review and ultimately the codification of all Township ordinances. Discussion was held on the RFP process to move forward with the process within the next fiscal year.

D. Planning and Zoning Department 2019 year in review

Planning and Zoning Administrator Steffens thanked Brittany Stein for compiling and inputting the data for the report. Steffens reviewed the Year in Review including the Planning Commission activities over the past year as well as Zoning Board of Appeals hearings and variance requests. Discussion was held on the trends in requests and rulings by the ZBA. Steffens discussed the Zoning text amendment recommendations based on the requests that we see most often. Discussion was held on safety concerns with the larger houses on the small waterfront lots.

Steffens discussed the permits issued by the Planning and Zoning Department by category. Discussion was held on the various projects on-going throughout the Township.

Discussion was held on floodplain activity and the flood-inundation study and maps prepared in cooperation with U.S. Army Corps of Engineers, Hamburg Township and Green Oak Township as well as the Drain Commission.

Discussion was held on flood areas such as Ore Lake and the Flood Insurance and FEMA maps. Discussion was held on the CRS incentive program that recognizes and encourages community floodplain management activities that exceed the minimum NFIP requirements. Residents are able to get a 10% discount on their flood insurance because of this program.

Discussion was held on EGLE (DEQ) Activity.

Discussion was held on Land Divisions, Boundary Adjustments, and Combinations in 2019. Steffens discussed the changes in the Land Division ordinances moving them from the General Ordinances to the Zoning Ordinance in 2017 streamlining the process.

E. 2019 Code enforcement year in review

Ted Michowski, Code Enforcement Officer, gave a brief description of his background and the changes in his part-time position now working as a civilian employee of the Police Department rather than working under the Zoning Department. He stated that this allows him to handle the investigation rather than involving a Police Officer. He discussed the complaint-based enforcement process. He reviewed the 2019 Code complaints and violations.

Discussion was held on the process needed for new business owners and possible permit process for new businesses. Discussion was held on educating the new business owners. Further discussion was held on seeking compliance and enforcement.

Discussion was held on staff training & professional activities and upcoming training opportunities.

F. Zoning Amendments 2019-2020

Planning and Zoning Administrator Steffens and Scott Pacheco, Township Planner, reviewed the 2019 Zoning text amendments that were made as well as those that are still under review.

Pacheco stated that staff will be looking to make more changes to the zoning regulations and discussed the recommended Zoning Text Amendments for review in 2020 including Non-Conforming Regulations, Minimum House Sizes and Lake Frontage for Newly Created Properties.

Discussion was held on the variances approved by the Zoning Board of Appeals. Discussion was held on the impact on surrounding properties as well as the fire safety. Discussion was held on non-conforming structures and lakefront lots. Supervisor Hohl stated that he would like this discussion regarding the non-conforming issues to be continued during the Strategic Planning meeting in March.

Steffens discussed floodplain regulations and the Township's participation in the National Flood Insurance Program. She stated that the Township should consider directing staff to research the necessity and impact of adopting certain changes to the floodplain regulations. Discussion was held on the increased number of flood events over the last ten years.

Pacheco discussed other revisions they will be looking at such as Wireless Revisions, Ordinance and Map revisions to better reflect the Village Center Master Plan, Accessory Dwelling Units, Wind and Solar Farms, Senior Housing Ordinance, and Short-Term Rental Uses.

G. 2020 Master Plan Update

Planner Pacheco stated that at the February 19, 2020 meeting, the Planning Commission recommended to the Township Board the distribution of the plan. There has been a lot of work done over the last two years and have had a lot of public outreach. On March 3rd it will be going to the Board who will review the draft and determine if it is ready to distribute to the interested agencies. After distribution, they have 63 days to review it after which the Planning Commission will hold a public hearing on the final draft. On March 3rd, the Board may adopt a resolution to assert their right to approve or deny the plan. If they do not assert their right, then the Planning Commission will approve or deny the plan.

Steffens discussed the issues that they have had with open PUDs that were approved years ago. She stated that they are building, but there is no agreement as to when the amenities need to be completed. Discussion was held on problems that occur when the developer has left and turned things over to the Homeowner's Association, etc. Discussion was held on conducting an inventory of existing PUD developments. Discussion was held on the new developments having an agreement with the Township that are very specific as to how things occur.

8. Call to the Public:

Vice Chairman Muir opened the call to the public. Hearing no response, the call was closed.

9. Board Comments:

Supervisor Hohl thanked the Planning and Zoning staff for their report. He stated that he will allow time at the Strategic Planning Meeting for them to bring forth any of these topics.

10. Adjournment:

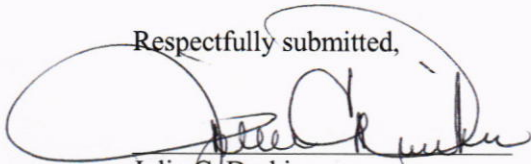
Motion by Priebe, supported by Hamlin

To adjourn the meeting

Voice vote: Ayes: 6 Nays: 0 Absent: 1 MOTION CARRIED

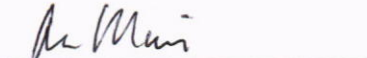
The Special Meeting of the Planning Commission was adjourned at 9:35 p.m.

Respectfully submitted,



Julie C. Durkin
Recording Secretary

The minutes were approved as presented/Corrected: 4-15-20


Ron Muir, Vice Chairperson