

# ***Sharon Township Planning Commission***

## ***Meeting Minutes***

January 26, 2012

Draft

### **I. Call to order**

Chairman Lewis called to order the regular meeting of the Sharon Township Planning Commission (PC) at 8:08 pm on 26 January 2012. Commissioners Lewis, Cole, Spiegel, and Yordanich and Zoning Administrator Wilson were present. Commissioner Murray was absent. There were no audience participants.

### **II. Approval of minutes from last meeting**

The minutes of the 08 December 2011 meeting were approved as submitted on a motion by Spiegel, seconded by Cole.

### **III. Public Comment**

There was no public comment.

### **IV. Approval of Agenda**

The PC approved the agenda as amended with the removal of the Grass Lake Sanctuary plans from the agenda.

### **V. Zoning Administrator Report**

Zoning Administrator Wilson reported that for December and January there were no zoning compliances and no new land splits, or complaints. There were 2 new addresses

### **VI. ZBA**

There was no ZBA meeting during the past month. The next ZBA meeting will be Monday, 30 January 2012.

### **VII. Board Report (Sharon Township Board Meeting 5 January 2012)**

- A. The board approved the Hazardous Materials Ordinance.
- B. The board is looking into putting tax and assessment information online through BS&A, the maker of the software we use for taxes and assessments. There would be a \$2 charge for individuals to access the information, but there would be no charge to the township. BS&A recommends that a dedicated computer be available to communicate with their site. Spiegel is to contact them to see if our server could communicate with their site, since we have our tax and assessment information on separate computers, but both are backed up to the server.

- C. Trustees Spiegel and Psarouthakis will be taking training provided by the county, Friday 27 January, on the website system we currently use.

### **VIII. Southwest Washtenaw Council of Governments (SWWCOG) Report**

The meeting scheduled for Wednesday, 11 January was cancelled due to lack of a quorum.

### **IX. Old Business:** The PC continued review of zoning ordinances.

- A. Vicinity Map (to be added to Article 21): After review by Erin Purdu, the PC agreed to the following wording:

Definition: A map of suitable scale identifying a property, lot, or parcel subject to a planning or zoning action and depicting properties nearby to and the general neighborhood of the subject parcel. The purpose of a vicinity map is to aid all persons in locating the parcel within the Township and in identifying neighboring uses. General requirements for vicinity maps are given in Article 20, General Provisions, and may be augmented in any section where a vicinity map is listed as a submittal requirement.

Article 20, Section 20.18: Vicinity Maps, General Requirements:

1. Scale: "The map" shall be of such a scale that the boundaries of the subject property, lot, or parcel and nearby roadways, public and/or private, are clearly depicted. The map should depict, at a minimum, the surrounding area within ½ mile, but not more than 1 mile, of the boundaries of the proposed development.
  2. Neighboring uses: "The map" shall identify the existing uses of land and structures on adjoining properties. Examples of uses include cultivated field, woods, gas station, general farming, gravel extraction, residence, etc.
  3. Location identified: The GPS coordinates (latitude and longitude) of at least one intersection of the property with an existing road shall be depicted; if the property doesn't intersect a road, the corner nearest to a road (at least) shall be so identified.
  4. "The map" should include at least one road intersection.
  5. Aerial photos: A vicinity map may be supplemented with an aerial image but an aerial image is not a substitute for a vicinity map.
- B. Driveway ordinance addition: The PC agreed to send the following language to Erin Purdu for review:  
Article 19, Section 19.03:
    7. A driveway, including an existing, grandfathered driveway, that serves any property whereby the property's principle use changes by either a change in zoning designation or by issuance of a proposed special use permit must meet current safety requirements pursuant to local and state law. All non-conforming driveways serving the property shall be abandoned.

**X. Action Items**

Updated driveway ordinance language will be sent to Erin Purdu for review.

**XI. Next Meeting**

The next meeting was set for 09 February 2012 at 8:00 pm.

**XII. Adjournment**

The meeting was adjourned at 9:22 pm on a motion by Spiegel, seconded by Cole.

Minutes submitted by: Kathy Spiegel

Minutes approved by: \_\_\_\_\_

Date: \_\_\_\_\_

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