

Sharon Township Planning Commission

Meeting Minutes

November 10, 2011

Approved

I. Call to order

Chairman Lewis called to order the regular meeting of the Sharon Township Planning Commission (PC) at 8:05 pm on 10 November 2011. 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 13 October 2011 meeting were approved as amended on a motion by Yordanich, seconded by Cole.

III. Public Comment

There was no public comment.

IV. Approval of Agenda

The PC approved the agenda as amended with the addition of additional discussion of the Mineral Licensing Board (MLB) as new business.

V. Zoning Administrator Report

A. Zoning Administrator Wilson reported that for the period of 1 October through 10 November there were 4 zoning compliances:

1. a pole barn on Easudes Rd
2. a pole barn on Hashley Rd
3. a pool on Hashley Rd
4. attached garage on Sharon Valley Rd

B. There were no new addresses, no new land splits, no new complaints, and no new signs.

C. Resolution of old burning complaints:

1. Complaint regarding burning wet hay and horse manure: the complainant said the situation has improved but he would like the complaint held open for now
2. Burning of waste at Wackers: Wackers has now added a dumpster for waste left in and around recycling bins, and the burning has stopped.

VI. ZBA

There was no ZBA meeting during the past month.

VII. Board Report (Sharon Township Board Meeting 3 November 2011)

- A. Treasurer Brian Simons announced that the township will reduce the number of banks at which tax payments may be made to 2 (from the current 5): Citizens Bank in Manchester and TCF Bank in Chelsea. This change will be noted in the letter that will go out with tax bills on 1 December.
- B. Since there will not be time to have the Town Hall's porch and ramp rebuilt before winter, the board decided to solicit bids on repairs to make the steps and ramp safer through the winter season.

VIII. Southwest Washtenaw Council of Governments (SWWCOG) Report (Meeting 9 November 2011)

- A. The Village of Manchester and Bridgewater, Manchester, and Sharon Townships brought lists of their ordinances to the meeting. Each participating government is to pick 5 ordinances for potential coordination/writing joint ordinances. The December SWWCOG meeting was cancelled, and the selected ordinances will be discussed at the next meeting on 11 January 2012. Lewis commented that SWWCOG originally wrote a joint Mineral Licensing Ordinance, which each township then used as a basis for the ordinances they amended and adopted.
- B. The Village of Manchester is accepting bids for single-stream recycling, so that village residents will have curbside recycling pick up. The Western Washtenaw Recycling Authority recycling bins will no longer be available for recycling drop off.

IX. Old Business:

- A. Zoning Ordinance Updates and Changes: Cole had reviewed PC minutes from 2008 until present and produced a list of follow-up issues.
 - 1. At their Feb 2010 meeting, the PC suggested ordinance changes as follows:
 - a. **Section 3.08b**, approve as written in Dec 2009:

The applicant is entitled to a refund of any unused professional review fees if the permit is denied. If the permit is approved, any unused professional fees shall be returned upon receipt and approval of final as-built site plans by the Township Board.
 - b. **Section 4.08A** (As Built Drawings), modified to read:

The applicant shall provide as-built drawings of all roads, sanitary sewer, water, and storm sewer lines and all appurtenances, underground storage facilities and utilities which were installed on a site for which a final site plan was approved. The drawings shall be submitted to the Township Clerk and shall be approved by the Township Engineer **and Township Board** prior to the release of any performance

guarantee, **professional review fees**, or part thereof covering such installation.

- c. **Section 5.24.a.6**, approve as written in Dec 2009:

A notarized, sworn statement by the applicant ~~that (as to whether construction of the tower will)~~ the tower will accommodate collocation of additional antennae for future users.

- d. **Section 5.24.C.4h**, approve as written in Dec 2009 (adding section h):

The owner or operator of the communication tower shall notify the Zoning Administrator of plans to install any additional antennae including any relevant information regarding new antennae.

These changes were reviewed at a public hearing on 18 March 2010. The township board then approved the zoning ordinance changes at their regular monthly meeting on 1 April 2010. However, it is not clear whether the changes were made on Fred Lucas' copy. The changes are not present in the version on the website.

2. At the Sept 2010 meeting Zoning Administrator Wilson requested the PC review page 15-6, Section 15.10 of the sign ordinance, for possibly requiring a permit for commercial signs. At the Oct 2010 meeting, the PC recommended changes to the sign ordinance. These changes were never reviewed at a public hearing, but were inadvertently posted on the website [post-meeting note: the proposed sign ordinance draft wording has now been removed from the website]. At this (10 Nov 2011) meeting, the PC reviewed and amended the wording for future review at a public hearing:

- a. **Section 15.04.A.3:**

~~Political advertising signs related to a candidate running for office or a proposition up for public vote, provided each sign shall not exceed sixteen (16) square feet in area.~~ Except as otherwise provided in this ordinance political signs shall be permitted in all zoning districts subject to the following regulations:

- a. Political signs shall comply with all regulations herein regarding physical placement on the property.
- b. A political sign may be erected no more than thirty (30) days prior to the election for which it advocates.
- c. A political sign must be removed no more than forty-eight (48 hours) following the election for which it advocated.

d. A political sign may be no more than sixteen (16) square feet nor more than five (5) feet on any side.

The provisions of this section shall not apply to billboards-for-hire. See Section 15.08.

(Definition): Political Sign: A sign supporting or opposing a political party, a candidate for public office or a ballot proposal. A sign identifying premises as an office or headquarters of a party, candidate or advocacy group shall not be considered a political sign.

b. Section 15.10: Signs Requiring Permits

~~All signs larger in area than twenty (20) square feet, including wall signs, shall require a zoning permit prior to erection and/or placement. If site plan review is required for a proposed project which a proposed sign shall be part of, the site plan reviewing bodies shall review the proposed signage as part of the site plan review procedure for the entire project, pursuant to Article 4. If the proposed sign is to be part of an existing development for which site plan approval has already been granted or was not necessary, the Zoning Administrator shall review the application to assure all applicable ordinance standards have been met prior to issuing a sign permit. The Zoning Administrator may defer action on proposed signage to the Township Board.~~

A. The following signs shall require a zoning permit prior to erection and/or placement:

1. All signs in an industrial district except as otherwise provided in this ordinance.
2. All signs in a commercial district except as otherwise provided in this ordinance.
3. All signs larger in area than twenty (20) square feet, including wall signs.

B.

1. If site plan review is required for a proposed project of which a proposed sign shall be part, the site plan reviewing bodies shall review the proposed signage as part of the site plan review procedure for the entire project, pursuant to Article 4.
2. If the proposed sign is to be part of an existing development for which site plan approval has already been granted or was not necessary, the Zoning Administrator shall review the application to assure all applicable

ordinance standards have been met prior to issuing a sign permit.

C. The Zoning Administrator may refer action on proposed signage to the Township Board.

3. In May 2011, the PC forwarded a series of questions to Erin Perdu for review:

a. Ordinances related to communications towers should not include a reference to federal restrictions, as those may change.

b. Section 5.24.B.2 should include a stipulation that if a buffer is removed, it should be replaced; suggested wording is:

Fencing and Landscaping: The tower and appurtenant apparatus building shall be secured by fencing a minimum of six (6) feet in height. The fencing and apparatus building shall be screened with a landscape strip at least twenty (20) feet wide along each side of such fencing and/or building. The landscape strip shall be maintained in good condition at all times so as to continue its effectiveness. Existing mature on-site vegetation and natural land forms shall be preserved to the maximum extent feasible. In some cases, such as towers sited on large, wooded lots, natural growth around the property perimeter may provide sufficient buffer, in which case the Township Board may waive the landscaping requirements of this subsection. **If natural vegetation is used to meet the buffering requirements of this section, such vegetation shall not be removed without prior permission and approval of a replacement schedule by the Planning Commission.**

c. Section 5.24.C.5.g should remove reference to being buried underground, as it is redundant.

All signals and remote control conductors of low energy extending substantially horizontally above the ground between a tower or antennae and a structure, or between towers, shall be at least eight (8) feet above the ground at all points, ~~unless buried underground.~~

d. Section 5.24.D.5 wording should change to read:

In the event the applicant defaults in performing the removal and restoration activities for which the performance guarantee was required, as determined by the Zoning Administrator, the Township of Sharon shall have the right to use the performance guarantee deposited and any interest earned thereon to complete the removal and restoration activities through contract or otherwise, including specifically the right to enter upon the subject property to perform the work. If the performance guarantee is not sufficient to allow the Township

of Sharon to complete the work for which it was deposited, the applicant shall be required to pay the Township of Sharon the amount(s) by which the cost(s) of completing the work exceeds the amount of the performance guarantee deposited. Should the Township use the performance guarantee, or a portion thereof, to complete the work, any ~~remaining~~ amount **remaining** after said completion shall be applied first to the Sharon Township administrative cost in completing the work, with any balance remaining refunded to the applicant.

- e. Perdu confirmed that the front lot line is the line that separates the property from the road right of way, not from the road edge. Building setbacks must be measured from this property lot line, and not from the edge of the road.
4. Wilson questioned whether Section 20.17.D.2, which limits the size of accessory buildings to 2 times the ground floor area of the dwelling or three thousand (3,000) square feet, whichever is greater, would restrict the building of indoor riding arenas. Prior to revision of the ordinance, buildings were limited only by the maximum % of lot coverage as listed in Table 9-4 (page 9-15). The PC decided that Section 20.17.D.2 should be dropped entirely and Table 9-4 should be the prevailing ordinance:

Section 20.17.D. Lot Coverage:

~~1. In Residential Districts, and on lots in a platted or condominium subdivision in General Agriculture and Resource Conservation Districts, accessory buildings and structures shall not occupy more than a cumulative total of twenty-five (25) percent of the rear or side yard in which they are located, and in no case shall the total area of such accessory buildings or structures exceed the ground floor area of the dwelling.~~

~~2. In General Agriculture and Resource Conservation Districts but excluding lots in a platted or condominium subdivision, the total area of such accessory buildings or structures shall not exceed two (2) times the ground floor area of the dwelling or three thousand (3,000) square feet, whichever is greater.~~

5. Lewis pointed out that Section 20.17.E should be modified as follows:
- E. Habitation of Accessory Structures: No accessory building or structure shall be used or occupied as a dwelling. See ~~Section 20.05~~ **Section 20.04**, Temporary Dwellings.
6. In an email dated 18 August 2011, Erin Perdu specified the definition of “Vicinity Map” and suggested wording for an ordinance general requirements.

- B. Update on Grass Lake Sanctuary (GLS): Tom Egan of GLS has been unable to contact their engineer, who has been ill. GLS is trying to hire a new engineer got the project.
- C. Cole suggested that MLB members could be ex officio members of the PC. Lewis and Spiegel stated that the Township Board currently wanted to keep the separate MLB as it stands. Spiegel discussed the report on the MLB that Jim Hopkins presented at the Township Board meeting on 3 November. The Township Board established the MLB to allow the Township Supervisor, who is not allowed to sit on the PC, to participate in mineral licensing activities. The Township Board changed the ordinance this year and the Supervisor no longer sits on the MLB. While the Township Board has no current plans to dissolve the MLB, Hopkins suggested that MLB activities will likely decrease over the next year to a level that could easily be handled by the PC.

X. Next Meeting

The next meeting was set for 8 December 2011 at 8:00 pm.

XI. Adjournment

The meeting was adjourned at 9:54 pm on a motion by Yordanich, seconded by Spiegel.

Minutes submitted by: Kathy Spiegel

Minutes approved by: PC on 08 December 2011