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# COUNTY OF ALLEGAN

## PLANNING COMMISSION

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KELLE TOBOLIC, Chairperson  
3255 – 122<sup>nd</sup> Avenue, Ste 103  
County Services Building  
Allegan, Michigan 49010-1350  
email: kelle623@sbcglobal.net

## MINUTES

**Meeting Date:** August 11, 2008  
**Meeting Time:** 1:30 P.M.  
**Location:** County Services Complex at Dumont Lake  
Human Services Building, Karl Zimmerman Room

**1. Call to Order.**

The regular monthly meeting of the Allegan County Planning Commission was called to order by Chairman, Kelle Tobolic at 1:30 P.M.

**2. Roll Call.**

Members present: John Bouterse, Dawn Buist, Judy Graff, Ken Pardee, Fritz Spreitzer, Kelle Tobolic, Rich Haugh, Maury Stahl, Tom Vogeler and Marv Voss.

Excused Absent: Terry Burns.

Also present were: Ronda Foreman, Recording Secretary; Valdis Kalnins, LIS Director; Rob Sarro, County Administrator; Bev Green, Deputy Drain Commissioner; Bill Hinz, Environmental Health Director; Becky Blaine, Administration; Terry Looman, Ganges Township; Don Karas, Jr., Ganges Township; and Randall Schipper, Cunningham Dalman, P.C.

**3. Approval of Meeting Agenda.**

Motion by Stahl, seconded by Buist to approve the agenda as presented. Motion carried unanimously.

**4. Approval of Meeting Minutes.**

Motion by Bouterse, seconded by Pardee to approve the minutes from July 14, 2008. Motion carried unanimously.

**5. Approval of Expenditures as of August 6, 2008.**

Voss presented the expense report for the commission. Motion by Voss, seconded by Stahl to approve the expenditures as presented. Motion carried unanimously.

**6. Public Participation.**

Schipper requested that item #13 be moved up on the agenda and the request was granted.

**7. Discussion and Presentation Items:**

None.

**8. Commission Business:**

a. Ability to Conference Call

Vogeler spoke to other groups regarding holding meetings via conference call and reported that it is not a good practice for regular meetings. Sarro stated that in an event of bad weather the meeting should be rescheduled if at all possible. The procedure in the past has been to work through the Chairman as they have the authority to cancel or reschedule a meeting. Actual notification can be done by the Chairman directly or through the recording secretary.

b. Amend Bylaws

Pardee presented the revised bylaws for the committee's review. Motion by Haugh, seconded by Vogeler to approve Section 2A amendment to the bylaws. Motion carried unanimously. More revisions were made at the direction of the committee. Motion by Haugh, seconded by Stahl to approve the amended bylaws and forward to the Board of Commissioners for formal adoption.

c. Procedures – Travel Expense Vouchers for Seminars and Workshops

Blaine discussed the new verbiage suggested by Lauer for procedures under “Requesting Reimbursement”. Members commented about the lengthy process and unclear directions for submitting travel expenses. There was discussion on whether sales taxes were paid by the county if incurred. Kalnins suggested the recording secretary make all reservations for members prior to the trip, as long as it has been pre-approved by the Planning Commission. Motion by Vogeler, seconded by Stahl to adopt this change in procedure. Motion withdrawn by Vogeler following comments by Graff and others that verbiage should be further clarified and presented on paper prior to adoption. Motion by Stahl, seconded by Voss to have Blaine revise the procedures for reasons of clarity and bring back to next meeting. Motion carried unanimously.

**9. Continuing Education:**

(Graff) Travel Expense Voucher

Tobolic informed that the travel expense voucher submitted by Graff for an educational seminar she attended in May was approved by the committee at a prior meeting. The Finance Department is requesting Chairman's signature since the minutes from that meeting did not clearly list each expense. Tobolic is requesting that the committee motion to approve all of Graff's expenses. Graff stated there was confusion in the procedures between approval of attendance versus the approval of associated expenses prior to attending the seminar. Traditionally, approval of attendance has implied an inclusion of necessary expenses. She hoped this would be clarified in the new procedures. Tobolic asked what the county policy is regarding overnight stays while traveling. Blaine will investigate and report back to the commission. Motion by Haugh, seconded by Buist to approve Graff's travel expenses from attending the Healthy Living seminar in Lansing for a total of \$542.92. Motion carried unanimously.

**10. Communications:**

None.

**11. Final Actions Received:**

None.

**12. Received for Notice:**

None.

**13. Received for Information:**

Glenn Oaks – Notice of Intent to Establish Condominium Project Under Act 1978 P.A. 59, as amended, Section 71 Schipper commented that this issue had been long taken care of with nothing further to discuss and questioned why it was brought to the Planning Commission. Tobolic replied that this notice had been sent to the County Planning Commission and as such, was placed on the agenda as received for information. Kalnins explained that Notices of Intent to Establish Condominium Projects were not typically received by the Planning Commission and that the County Planning Commission does not review condominium projects.

**14. Received for Review:**

None.

**15. Cheshire Township Rezoning Request – Voss**

Change zoning from R-1 Rural Residential to R-2 Residential for Parcel Number 0303-035-016-00. Approved by the Township Planning Commission on July 10, 2008.

Reasons for action taken:

- Complies with Land Use Plan Map.
  - Consistent with the planning classification and development density of other property around Eagle Lake.
- Ayes 4; Nays 0; Absent 0; Abstaining 1

Motion by Voss, seconded by Haugh to approve the action of the Township Planning Commission passed by a unanimous vote.

**16. Dorr Township Zoning Ordinance Amendment – Bouterse**

Amendments to text of Zoning Ordinance by adding Section 4.43 regarding wind energy systems and Section 4.44 Regarding Meteorological Towers (MET).

Approved by the Township Planning Commission on July 15, 2008.

Ayes 5; Nays 0; Absent 2; Abstaining 0

Bouterse reported the township added verbiage allowing wind generators to this ordinance. The ordinance clarifies that generators under 65ft tall are generally allowed with a permit to erect. Generators over 65ft tall will be allowed in certain zones with additional requirements, including a special use permit.

Motion by Bouterse, seconded by Buist to approve the action of the Township Planning Commission passed by a unanimous vote.

**17. Hopkins Township Zoning Ordinance Amendments – Stahl**

Amendments to text of Zoning Ordinance under Section 1 Chapter V, Section 5.02; Chapter XVIII, Section 18.01; and Chapter XII (General Provisions).

Approved by the Township Planning Commission on July 21, 2008.

Ayes 6; Nays 0; Absent 1; Abstaining 0

Motion by Stahl, seconded by Haugh to approve the action of the Township Planning Commission passed by a unanimous vote.

**18. Manlius Township Zoning Ordinance Amendment – Voss**

Amendments to text of Zoning Ordinance under Article XVIII, Section 1.1805.2E; Article III, Section 1.0305g; Article V, Section 1.0504.2; Section 1.0504.3; Section 1.0504.4.

Approved by the Township Planning Commission on June 23, 2008.

Ayes 4; Nays 0; Absent 2; Abstaining 0

Motion by Voss, seconded by Stahl to approve the action of the Township Planning Commission passed by a unanimous vote.

**Standing Committee Reports:**

**19. L.I.S. – Valdis Kalnins, Director**

Kalnins reported the 2008 tax maps are now available on the County’s website [www.allegancounty.org](http://www.allegancounty.org). These maps are updated annually. Kalnins also reported that the county will be issuing a request for proposals to acquire new aerial imagery. Imagery will be acquired in spring 2009. Local units of government will be invited to participate once costs are finalized.

**20. County Master Plan Committee – Vogeler**

Vogeler reported that the Growth Management Plan Committee was changing its name to the County Master Plan Committee to be consistent with the new Michigan Planning Enabling Act. The committee met this morning and made minor revisions to the request for proposals that will be sent out by the end of August.

**21. Work Program Committee – Pardee**

Motion by Pardee, seconded by Vogeler to approve March 30, 2009 for the next County Planning Commission Seminar. Motion carried unanimously.

**22. Dept. of Public Works – Rininger**

None.

**23. Parks Commission / Recreation & Tourism – Spreitzer, Tobolic**

Tobolic updated the committee on the Parks Commission meeting she attended on Tuesday, August 5.

**24. Region 8 – Burns**

None.

**25. Resource Recovery – Hinz**

Hinz informed the committee that Mary Jones the Recycling Coordinator retired and has been replaced by Deanna Parshall.

**26. Board of Commissioners – Burns, Spreitzer**

Spreitzer reported the County Administrator presented a draft Facilities Master Plan on Thursday, August 7. This plan listed a few departments relocation back downtown. The Board has been busy reviewing 2009 Budget submission.

**27. Education – Buist**

None.

**28. Discussion and Presentation Items:**

None.

**29. Public Participation:**

None.

**30. Round Table:**

Motion by Haugh, seconded by Spreitzer to approve travel expenses for Voss resulting from attending the M89/M40 Committee Meeting. Motion carried unanimously. Voss updated the committee of future plans of construction for the M-89 bridge in Hamilton. MDOT will start construction once school is out in 2009, limiting traffic to one lane on the bridge for the entire summer.

**31. Adjournment:**

Motioned by Stahl, seconded by Vogeler to adjourn the meeting at 3:24 PM. Motion carried unanimously. The next regular meeting of the Allegan County Planning Commission will be held on Monday, September 8, 2008 at 1:30 P.M., in the Human Services Building, County Services Complex, 3255 – 122<sup>nd</sup> Avenue, Allegan, Michigan.

Minutes respectfully submitted by Ronda Foreman, Recording Secretary for the Allegan County Planning Commission.