



CHEBOYGAN COUNTY PLANNING COMMISSION

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CHEBOYGAN COUNTY PLANNING COMMISSION MEETING & PUBLIC HEARING WEDNESDAY, MAY 20, 2020 AT 7:00 P.M. ROOM 135 - COMMISSIONER'S ROOM - CHEBOYGAN COUNTY BUILDING

PRESENT: Bartlett, Freese, Kavanaugh, Borowicz, Croft, Ostwald, Lyon, Johnson, Delana
ABSENT: None
STAFF: Mike Turisk, Jen Merk
GUESTS:

The meeting was called to order via telephonic attendance by Chairperson Croft at 7:15pm.

PLEDGE OF ALLEGIANCE

Chairperson Croft led the Pledge of Allegiance.

APPROVAL OF AGENDA

The meeting agenda was presented. **Motion** by Mr. Freese, seconded by Mr. Bartlett, to approve the agenda with the addition of Temporary Structures under Unfinished Business. Motion carried unanimously.

APPROVAL OF MINUTES

There were no Planning Commission minutes to be reviewed.

SCHEDULED PUBLIC HEARINGS

No public hearings were scheduled.

UNFINISHED BUSINESS

Proposed Amendment #155 to Cheboygan County Zoning Ordinance No. 200 that would amend Article 22 (Nonconforming Uses, Structures).

Mr. Turisk referred to proposed Amendment #155 and stated that the first significant change is under Section 22.3.C . Mr. Turisk stated that during the March 4, 2020 meeting the Planning Commission discussed Section 22.3 C and whether or not to require a property owner who had a nonconforming building destroyed to build a new dwelling to the standards of the code and try to achieve conformance. Mr. Turisk stated that when talking with legal counsel it was suggested that we should keep it more flexible.

Discussion was held regarding changes to proposed amendments being provided to the Planning Commission members the day of the meeting. The Planning Commission members explained their concerns regarding some Planning Commission members not receiving the most recent changes. Mr. Kavanaugh stated it is important to receive these documents in a timely manner. Mr. Delana stated that once the agenda is sent out on the Thursday or Friday then that's the agenda and if there are late changes from legal counsel or elsewhere they have to be acknowledged but it belongs in another meeting because people invest time preparing for these meetings. Mr. Freese stated that it is difficult to talk about something that you do not have in front of you, but in the case of Amendment #155 there are a couple of changes that legal counsel has requested at the last minute. Mr. Freese stated that the Planning Commission has reviewed this material in the past.

Mr. Freese stated the Planning Commission had previously decided that if the structure was completely destroyed, it had to be rebuilt in compliance with the Zoning Ordinance and legal counsel now proposing that the property owner be allowed to build it back to the original foundation. Mr. Freese stated that despite the fact that not every Planning Commission member has a copy of the amendment, the wording is not really the question here is the thought behind it. Mr. Freese stated that the question is whether the Planning Commission wants to stick with what was decided previously or accept legal counsel's recommendation. Mr. Kavanaugh stated that the intent and purpose is to be reasonable, but to eliminate nonconformities as they come up. **Motion** by Mr. Kavanaugh, seconded by Mr. Freese, to keep the original language that the Planning Commission agreed on. Discussion was held. Ms. Johnson asked if this will set a legal precedence to allow someone to go

back and rebuild a nonconforming structure. Ms. Johnson stated that she agrees that the intent is to remove nonconformities. Ms. Johnson stated that if something goes to court, they would ask what is the precedent. Mr. Turisk stated that legal counsel has suggested that from a policy standpoint, the governing body is likely going to err on the side of more flexibility by allowing property owners to rebuild. Mr. Turisk stated that there was no mention of legal implications and it was simply a discussion on policy.

Ms. Lyon asked that Section 22.3.C be read. Ms. Croft read legal counsel proposed new Section 22.3.C "If a nonconforming building or structure or a building or structure that contains a nonconforming use is damaged or destroyed by any means, or is removed by the property owner then such nonconforming building or structure may be reconstructed as it had previously existed, i.e. the footprint, the height, the setbacks." Ms. Lyon asked how this makes it more nonconforming. Ms. Croft stated that it will be nonconforming to the point it was nonconforming before. Mr. Freese stated that the wording under Mr. Kavanaugh's motion would provide that the destroyed structure could only be reconstructed in conformance with the zoning regulation. Mr. Freese stated that the wording Ms. Croft read for this amendment is based on legal counsel's recommendation and it allows them to rebuild in the original footprint. Mr. Freese stated that the Planning Commission decided at the last meeting that if the structure was completely destroyed by natural cause or by the owner's own hand that it would have to be rebuilt in conformance with the regulations. Mr. Turisk read the version that was sent out in the Planning Commission's packet, "If a nonconforming building or structure or a building or structure that contains a nonconforming use, damaged or destroyed by any means or is removed by the property owner and such nonconforming building or structure shall be restored, rebuilt or repaired in conformance with the Zoning Ordinance." Mr. Turisk stated that legal counsel has suggested that we allow for property owners who have structures that were destroyed to rebuild the structure as it was previously.. Ms. Lyon asked if there is a limitation on how much is destroyed. Mr. Freese stated that it is to be completely destroyed. Mr. Turisk stated that there has been a discussion about the term completely as opposed to partially. Mr. Turisk stated that the term completely would have to be used in this case.

Mr. Turisk stated that essentially what we have here is a very fundamental difference in philosophy and we either allow a structure to be rebuilt as it was prior to the destruction or to be rebuilt in conformance to the applicable standards of the Zoning Ordinance. Ms. Croft stated that legal counsel would like the Planning Commission to go back and allow them to completely rebuild regardless of setback requirements. Mr. Turisk stated that it has been strongly suggested that, for the purpose of providing more flexibility to property owners under these circumstances, that we allow property owners to rebuild. Mr. Delana stated that the trade off then is that we can never make progress towards the standard. Mr. Turisk stated that is a good point. Ms. Lyon stated that we are not doing anything to get conformance and we are just going to go on the same way we have. Ms. Croft agreed with Ms. Lyon. Mr. Borowicz stated that he believes if the property owner removes the structure it should be rebuilt to the requirements of the Zoning Ordinance. Mr. Borowicz stated that if it is due to a natural disaster that is a different issue. Mr. Borowicz noted that the amendment states damaged or destroyed by any means or if it is removed by the property owner. Mr. Borowicz stated this should be removed and another section should be added stating that if the property owner removes the nonconforming structure and plans to rebuild it must be done in accordance with the requirements of the Zoning Ordinance. Mr. Borowicz stated that is a voluntary situation. Mr. Turisk stated that under that circumstance, the property owner would have to build to the applicable standards or if he or she cannot they would have to seek a dimensional variance. Mr. Freese agreed with Mr. Borowicz's suggestion. Mr. Kavanaugh stated that he agrees with Mr. Borowicz's suggestion also as long as we know what removed means. Discussion was held. Mr. Kavanaugh asked if this would apply if a property owner removes everything but one block. Discussion was held. Mr. Kavanaugh stated that he is concerned about what is considered total removal and noted that this should be spelled out in the amendment. Mr. Freese noted that the Planning Commission is determining the intent of the amendment and Mr. Turisk will work on the amendment and bring it back to the Planning Commission to review. Mr. Kavanaugh withdrew his motion. Mr. Freese withdrew his support of the motion. **Motion** by Mr. Freese, seconded by Mr. Borowicz, that a nonconforming structure that is destroyed by natural means will only be allowed to be rebuilt to its original footprint and that a nonconforming structure removed completely by the owner cannot be reconstructed unless it's constructed in conformance with the Zoning Ordinance.

Mr. Delana stated that he respectfully disagrees and stated that in both cases it should be rebuilt to code. Mr. Delana stated that where an owner is going to voluntarily remove a structure completely and wants to rebuild it are going to be pretty few and far between. Mr. Delana stated that would be the only case in which we make progress towards getting to the standard and he believes it should be rebuilt to code both for voluntary and for involuntary. Mr. Kavanaugh recommended that Mr. Turisk come up with a proposal for both the voluntary and involuntary. Mr. Freese withdrew his motion. Mr. Borowicz withdrew his support of the motion. **Motion** by Mr. Freese, seconded by Mr. Kavanaugh, that two sets of wording be provided by staff for consideration at the next meeting, one being that a nonconforming structure destroyed by natural mean could be rebuilt to its original footprint. A nonconforming structure intentionally destroyed by the owner would not be able to be reconstructed unless in conformance with the Zoning Ordinance. The second set of wording would state that in either case, a nonconforming structure destroyed by natural means or by the owner's actions could not be reconstructed unless in

accordance with the Zoning Ordinance. Motion carried unanimously.

Mr. Turisk referred to Section 22.3.D.3 and stated that there was extended discussion about how this section could potentially impact view sheds or property owners in the Lake and Stream Protection Zoning District and Natural Rivers Protection Zoning District. Mr. Turisk stated that the Planning Commission has extended waterfront setbacks for properties and for structures in those districts. Mr. Turisk stated that legal counsel has reviewed this language and questioned why the Planning Commission would want to spell out those specific zoning districts because this applies to all. Mr. Turisk stated that no means no for all zoning districts. Mr. Turisk stated that the Zoning Ordinance allows for a reduced waterfront setback with certain conditions such as there has to be an established development on the adjacent parcels and that development has to be within 200 feet of the proposed new structure. Mr. Turisk stated that the setback would have to also be an average of the nonconforming setbacks for those two structures. Mr. Turisk explained that this is a mechanism that is in place that will allow a reduced waterfront setback and the principal rationale behind the requirements for that scenario is to try to preserve the view shed for the neighboring property owners. Mr. Turisk stated that legal counsel has argued that we don't want to identify specific zoning districts because of view sheds. Mr. Turisk asked the Planning Commission if they want to force this issue from a policy standpoint.

Mr. Kavanaugh stated that he thought this was regarding a property owner who was expanding on one side of the building and wanted to extend that existing line. Mr. Turisk stated that there is a distinction between what is called the degree of nonconformity and the extent of nonconformity. Mr. Freese stated that the reason this was brought to the Planning Commission from the Zoning Board of Appeals was due to the fact that the Zoning Board of Appeals was routinely allowing the extension of a nonconformity to continue as long as it didn't encroach further into the setback. Mr. Freese stated that at the last Zoning Board of Appeals meeting there were three requests of this type.

Mr. Freese stated that the way it was originally proposed was that if a nonconforming structure already encroached two feet into the setback they can continue to build the structure in other areas as a the same setback line as long as it didn't encroach any further than the two feet. Mr. Freese stated that the Planning Commission agreed on this change with the exception of the front setback in the Lake and Stream Protection Zoning District and Natural Rivers Protection Zoning District. Mr. Freese stated that legal counsel has stated that you shouldn't single out Lake and Stream Protection Zoning District and Natural Rivers Protection Zoning District. Mr. Freese that Mr. Turisk is explaining that we already do treat Lake and Stream Protection Zoning District and Natural Rivers Protection Zoning District differently on the front setback on the waterfront. Mr. Freese stated that if the Planning Commission wants to restrict it on the front setback that is fine, but he doesn't agree with legal counsel that setbacks could not be treated differently in the Lake and Stream Protection Zoning District and Natural Rivers Protection Zoning District. Mr. Freese stated that it is the Planning Commission's decision as to whether we are going to treat it the way it was discussed at the last meeting. Mr. Freese stated that he does not have any problem treating the Lake and Stream Protection Zoning District and Natural Rivers Protection Zoning District front setback differently than we do in other districts. Mr. Kavanaugh, Ms. Lyon, Mr. Borowicz, Mr. Bartlett, Mr. Ostwald and Mr. Delana agreed with Mr. Freese. Ms. Johnson stated that if the intent is to minimize nonconformities, why would you allow an increase to a nonconformity. Mr. Freese stated that it is a question of the degree or the extent. Ms. Johnson stated that if the intent is to minimize the nonconformity, then the degree of nonconformity should not be allowed. Ms. Johnson stated that a property owner encroaching 1 foot into the property line and extending it for 50 feet could cause a problem with what is already built. Mr. Kavanaugh stated that the Planning Commission should direct Mr. Turisk to write the amendment both ways. Mr. Kavanaugh stated the front setback could be changed on the original one and include extending or adding to nonconformities and maybe creating problems with views.

Mr. Turisk stated this speaks to the policy direction that the Planning Commission would like to take on this amendment and both can have possible serious implications. **Motion** by Mr. Kavanaugh, seconded by Mr. Freese, that two sets of wording be provided by staff for consideration at the next meeting. Mr. Freese stated that eliminating the increase in the extent brings you back to where we were in the past and a property owner will have to apply to the Zoning Board of Appeals for a variance which will likely be granted. Mr. Kavanaugh stated that is why he would like to look at both sides. Mr. Kavanaugh stated he would like to know what the impact has been in some of those cases. Motion carried unanimously.

Mr. Turisk stated the third major change is in regards to section 22.4, nonconforming lots of records. Mr. Turisk stated that the Planning Commission was concerned about nomenclature, namely the use of the word contiguous in this first paragraph under Section 24 and subsection 22.4.A. Mr. Turisk stated that Mr. Kavanaugh suggested using the phrase shared common property line as opposed to using the term contiguous. Mr. Turisk read the current proposed language under Section 22.4.A. Mr. Turisk stated that the phrase "share a common property line" is proposed to replace the term "contiguous". Mr. Turisk stated that under subsection 22, the word "contiguous" was replaced with the phrase "share a common property line". Mr. Turisk read from Section 22.4.A "Provided, however, no dimensional variance shall be granted for such lot or parcel when the

need for that dimensional variance would be eliminated by combining those lots, parcels, or portions of lots or parcels that share a common property line, undivided lot or parcel for the purposes of this ordinance under Subsection B below." Mr. Turisk stated that by replacing the term "contiguous" with "share a common property line" we are addressing the Planning Commission's concern about nomenclature. Ms. Croft stated that she does not have a problem with the proposed wording. Mr. Freese, Mr. Bartlett, Mr. Borowicz and Mr. Kavanaugh agreed with Ms. Croft.

Ms. Johnson stated that she doesn't believe that people should be required to combine two lots in order to develop them. Ms. Johnson stated she doesn't believe that the Planning Commission should take away the right of a property owner to ask for a variance because they own two pieces of property next to each other and choose to develop one and not the other. Ms. Johnson doesn't believe that there should be a loophole where the property is signed over a family member for six months while the property is developed and then the property is signed back over when the project is completed.

Mr. Turisk stated that this is a broader policy decision that the Planning Commission will need to consider and that is reducing or minimizing nonconformities. Mr. Turisk stated that if a variance isn't going to be approved, then that property owner would be limited given the site constraints. Ms. Croft stated that you cannot split a lot in a platted subdivision unless the governing body specifically has an ordinance allowing it.

Mr. Freese stated if there are two nonconforming lots that are nonconforming because of their size, they are too small under our regulation as its written. Mr. Freese stated this proposed amendment is designed to preclude allowing setback variances on both lots and by combining the two lots it would eliminate the need for the variance. Ms. Croft stated that a lot of the subdivisions in Cheboygan County were platted as 50 foot lots and they were established from day one. Ms. Croft stated that you cannot make a property owner combine those lots in order to build on it. Mr. Freese stated that we are not precluding the property owner from building on it, we are precluding the property owner from getting a variance along the common property line on one or both lots. Ms. Johnson stated that their right to ask for a variance is being taken away. Ms. Johnson stated if they own two lots that share a common property line they will not be able to come in and ask for a variance. Mr. Freese explained that if someone owns two 50 foot lots they are allowed 5 foot side setbacks. Mr. Freese stated if the property owner wants to build 2 feet from the property line, he will not be approved for a variance if the property owner has two lots side by side and they could be considered as one parcel. Mr. Freese stated that they can go ahead and develop both lots, but they are going to be stuck with the minimum side setbacks on that common property line. Ms. Johnson stated that they could sign the property over to someone else and have the variance approved. Ms. Johnson stated that the property could be signed over after the structure is built. Ms. Johnson asked why we have to put in something in the Zoning Ordinance if there is a loop hole. Ms. Johnson asked why are we taking away a property owner's right to apply for a variance just because they own two lots that share a common property line. Mr. Turisk stated that maybe we allow for a property owner to apply for a variance and allow for them to be considered on a case by case basis. Mr. Turisk stated that we have due process considerations by limiting someone's right to apply for a variance. Mr. Turisk stated the property owner would be able to combine if so desired or request a variance. Mr. Turisk stated that this would address Ms. Johnson's concern about limiting the property right of an individual or property owner to request a variance. Discussion was held. Mr. Turisk stated why do we want to reduce or ideally eliminate nonconformities and do we have to do that. Mr. Turisk stated no it is not written in law that we have to do that and it is a policy decision. Mr. Turisk stated that it is generally good planning practice to do so, but not all communities look at it that way and there are some communities that actually embrace certain nonconformities. Mr. Turisk stated that this is something that the Planning Commission will have to decide collectively moving forward. Discussion was held.

Mr. Kavanaugh would like Mr. Turisk to come up with two proposals for the Planning Commission to review at a future meeting. Mr. Freese stated that this paragraph could be eliminated as they can apply to the Zoning Board of Appeals currently. Discussion was held. Mr. Kavanaugh stated that it is reasonable to ask for the two proposals to be brought back to the Planning Commission to review. Ms. Johnson stated that this is a good direction.

Proposed Amendment #157 to Cheboygan County Zoning Ordinance No. 200 that would amend Section 18.12 (Expiration of Special Use), Section 20.16 (Expiration of Site Plan Review) and Section 21.4 (Expiration of Zoning Permit).

Ms. Croft noted that proposed Amendment #154 was amended by legal counsel today. Mr. Turisk stated that this is an effort to allow for approval for permit extensions. Mr. Turisk stated that this would apply to zoning permits, special use permits and site plan review approvals. Mr. Turisk stated that it was the general consensus that this is a good amendment with some suggestions. Mr. Turisk stated that one of the suggestions speaks to allowing an extension so long as the Zoning Ordinance was not amended in the interim and that it would not change the character of that project.

Mr. Turisk stated that Section 18.12 allows the Zoning Administrator the authority to grant one administrative extension of

an approved special use and for an additional one year if the three standards are met. Mr. Turisk stated that the first standard is that the property owner presents reasonable evidence that the development has encountered unforeseen difficulties beyond the control of the owner. Mr. Turisk stated that standard is already in the ordinance. Mr. Turisk stated that the second standard is that the requirements and standards for special use permit approval that are reasonably related to the development have not changed. Mr. Turisk stated that this standard is already in the Zoning Ordinance. Mr. Turisk stated that the third standard is if any amendments significantly results in significant change to the general character of the project it will have to be reviewed by the Planning Commission. Mr. Turisk stated that the Planning Commission would have authority to grant an additional extension of an approved special use if the three standards are met. Mr. Turisk stated that this amendment is in part the result of the COVID-19 situation we are experiencing. Mr. Turisk stated that this amendment has been a long time coming and it should be made a permanent part of the zoning ordinance. Mr. Turisk stated that Section 20.16 regarding site plan reviews essentially mirrors 18.12 with respect to special use permits.

Mr. Kavanaugh referred to section 18.12b and 20.16b and noted that it states for an additional one year. Mr. Kavanaugh asked if this should say for up to an additional one year or should it be for one year. Mr. Turisk stated that it's implied as it is written. Mr. Turisk stated that it's a matter of nomenclature. Mr. Freese stated that the amendment should just say a one year extension. Discussion was held regarding keeping the language as it is currently regarding the one year extension.

Mr. Bartlett asked if the Planning Commission will receive a report of administrative approvals. Ms. Croft stated that she talked about this with Mr. Turisk also. Mr. Turisk stated that if he receives two requests for administrative expansions between Planning Commission meetings, he would report that at a future meeting. Discussion was held. Ms. Johnson asked if there should be language added that a special use permit will not be extended if there are violations. Mr. Kavanaugh, Ms. Croft and Mr. Freese agreed with Ms. Johnson's recommendation. Ms. Croft asked Mr. Turisk to include the requested changes in the amendment.

Mr. Turisk referred to Section 21.4 and stated this is an effort to primarily align the window for validity of zoning permits with that of the Department of Building Safety, which is one year. Mr. Turisk stated that this will minimize confusion for applicants and minimize costs as there have been times when an applicant has gone to pull a building permit and it's been discovered that their zoning permit has expired and they have apply to for another zoning permit.. Mr. Turisk stated that if the work described in any permit has not begun within one year the permit will expire unless a written request for extension is submitted to the Zoning Administrator for a one year extension prior to the date of zoning permit expiration, otherwise the zoning permit shall be cancelled by the zoning administrator and written notice thereof shall be given to the persons affected. Mr. Turisk asked how many extensions should be allowed. Mr. Kavanaugh stated that it is actually two years as there is the original permit approval for one year and a one year extension. Ms. Croft, Ms. Lyon, Mr. Borowicz, Mr. Freese and Mr. Bartlett all agree. Discussion was held.

Discussion was held regarding scheduling a public hearing. **Motion** by Mr. Freese to schedule a public hearing for Amendment #157 on July 1, 2020. Mr. Turisk asked if the Planning Commission would consider applying this retroactively back to a certain date due to the COVID-19 situation as there have been equests for extensions. Mr. Turisk stated that during this period some of the permits have already expired. Mr. Freese asked if it is legal. Ms. Croft stated that this should be discussed with legal counsel. Ms. Croft stated that this should be retroactive March 15, 2020. Mr. Freese and Mr. Kavanaugh agreed with Ms. Croft. Mr. Freese revised the motion. **Motion** by Mr. Freese, seconded by Mr. Kavanaugh, to schedule a public hearing for Amendment #157 on July 1, 2020 with a retroactive date of March 15, 2020. Motion carried unanimously.

Temporary Structures

Discussion was held regarding temporary structures. Mr. Turisk asked for the Planning Commission's thoughts on the email from Craig Waldron. Ms. Johnson stated that business owners will do what they need to do in order to survive and she believes that the Planning Commission should open up all avenues for them. Ms. Johnson questioned if this amendment can be approved before the summer is over. Ms. Johnson asked how do we get this amendment approved faster and how do we make it more open for business owners. Ms. Johnson suggested letting the Zoning Administrator make determinations.

Mr. Kavanaugh stated that we want to open it up some and we don't want to be real restrictive, but there still has to be some oversight on these kiosks that don't meet any standards. Mr. Kavanaugh agreed that this amendment should be moved along quickly and there should be a reduction or elimination of the fees. Mr. Kavanaugh stated that there are some things that will have to be discussed when this is over such as how is the parking handled. Mr. Kavanaugh stated that this can't be extended forever.

Mr. Turisk stated that with respect to whatever measure of oversight there would, be staff is proposing a zoning permit application be submitted. Mr. Turisk stated that there will not be an application fee, but a permit will be issued so there is a

way of tracking these changes. Mr. Turisk stated if there is a violation we have a document that indicates this has to be removed within a specific time period. Mr. Turisk stated that there was a discussion regarding a possible sunset date of November 1 of 2021. Ms. Croft and Mr. Kavanaugh stated that this date can be changed.

Mr. Turisk stated that a lot of these changes would apply in particular to the Indian River area. Mr. Turisk stated that he sent the proposed amendment to Mike Ridley, Tuscarora Township Supervisor, and then had a discussion with him about the amendment. Mr. Turisk stated that Mr. Ridley planned to distribute the proposed amendment to the business owners and he believes that they will not have any problems with the amendment. Discussion was held. Ms. Croft asked Mr. Turisk to forward the proposed amendment to the Cheboygan Chamber of Commerce.

Mr. Kavanaugh asked if there are any concerns with Construction Code when we are looking at temporary structures such as tents and buildings under 200 square feet. Mr. Turisk stated that when a property owner submits an application for a temporary structure that is less than 200 square feet, which wouldn't need a building permit, he would speak to the Building Official about the temporary structures on a case by case basis. Mr. Turisk stated he would ask for any feedback or suggestions from the Building Official. Mr. Turisk stated he does not know what authority the Building Official would have for a temporary structure that is under 200 square feet as a building permit is not required for such structures. Discussion was held. Mr. Kavanaugh stated that this would be a good reason to hold a special meeting. Ms. Croft asked Mr. Turisk to discuss the proposed amendment with Department of Building Safety and the Health Department to see if they have any concerns. Mr. Kavanaugh stated that a special meeting should be held after Mr. Turisk has had a chance to review the proposed amendment with the Department of Building Safety and the Health Department.

Discussion was held regarding mobile food units and whether or not they are allowed to operate under the Governor's Executive Order.

NEW BUSINESS

No comments.

STAFF REPORT

Mr. Turisk stated that the Orion Renewable Energy LLC special use permit application will be on the 06/03/20 Planning Commission agenda.

PLANNING COMMISSION COMMENTS

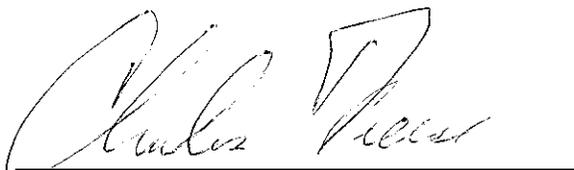
Discussion was held regarding items being submitted to the Planning Commission prior to the meeting without time for Planning Commission review. Mr. Kavanaugh stated that there should be a discussion regarding putting items on a future agenda that are submitted the day before or the day of the meeting. Mr. Kavanaugh stated that Mr. Delana and Ms. Johnson were also concerned about documents that are submitted the day before or the day of the meeting which does not allow time for the Planning Commission to review. Mr. Turisk stated that Mr. Delana suggested that there be no changes and if there are changes, the topic should be moved to the next agenda. Mr. Turisk suggested that any changes to the packet be made by the end of the business day on Monday. Mr. Delana stated that there should be a standard deadline set for submittals to the Planning Commission such as 2 days prior to the meeting or 7 days prior to the meeting. Mr. Kavanaugh agreed with Mr. Delana and asked Mr. Turisk to put a proposal together for the Planning Commission to review. Ms. Lyon stated that she would like to see the deadline for submittals be the week before the meeting as she reviews the packets on Friday so she will be prepared for the site visit. Discussion was held regarding formalizing the submittal deadlines in the Planning Commission By Laws.

PUBLIC COMMENTS

No comments.

ADJOURN

Motion by Kavanaugh to adjourn. Motion carried. Meeting was adjourned at 9:18pm.



Charles Freese
Planning Commission Secretary