

**Town Board Meeting
January 24, 2018,
9:00 am
Study Session
Meeting Minutes**

1.Call to Order by Manigold at 9:03 a.m.

2.Pledge

3.Roll Call Present: Manigold, Westphal, Bickle, Achorn, Wunsch, Sanders, Whal.

Also present: Gordon Hayward, Assistant to the Planning and Zoning and Brian VanDenBrand, Director of Planner and Zoning, Christina Deeren, Zoning Administrator, Jennifer Hodges, GFA, John Snow, Sally Akerley, Monnie Peters, Marilynn Elliot, Ann Griffiths, Nancy Heller

4. Approve Agenda

Motion to approve the agenda as presented by **Wunsch**, with a second by Bickle.

Passed Unam

5.Conflict of Interest None

6. Business

This is an open forum of dialog with Township Board, staff and PC members.

VanDenBrand gave presentation of flow chart created for study session discussion and review. Went over concepts of Planning Commission rules and responsibilities and discussed applicant's responsibilities when applying for SUP's in a quick step by step explanation.

Manigold expressed concerns regarding the escrow account process and getting a new ordinance passed quickly to give Planner and Zoning authority to ask for escrow account values to be increased instead of having to address the matter before the Planning Commission for approval and increases in funding to the escrows. Wanted a trigger of when accounts get below 20% that monies would be requested to be added to cover expenses.

Hodges explains how an escrow is estimated and what factors apply to the cost requested in the escrows. Plans are provide to her via the Township staff and then she goes through storm water reviews, water and sewer. Escrow amounts can vary as cost is estimated by the time it takes a project from the review process to the close out process.

Open conversation pertaining to the escrows and when the Planning Commission would likely receive the information in an ordinance amendment.

Discussion continues back to the flow chart created by VanDenBrand. Wahl gave some suggestions as some items that could be added to help the public follow along with a check list and proposed adding the information to the website for the general public to access.

Achorn suggested bringing back edited version to next study session so that discussion can continue and also so that the Board can assist in the final product of the flow chart and check list.

Westphal expressed concerns regarding not having pertinent information when reviewing maps for projects and thought that planning / zoning should be requesting from developers to provide 3D dimensional drawings for large projects like Vineyard Ridge and 81 so that people that have less training in reading maps can see the conceptual drawings and visualize them sitting on the site. This would also help with seeing what types of vegetative strips would like in the future for these developments and give the boards a better overall indication of the site prior to development.

Open discussion regarding the idea of requesting the submittal of drawings in 2D, 3D and 4D and the benefits that would give the boards that are reviewing the plans and making decisions regarding the development and construction of larger tracks of property.

Round table discussion on BS&A and programs available that would be useful to the Zoning and Planning departments that could also help track escrow accounts.

Christina will contact BS&A and get a quote for new programing and report back to the Board as soon as the information is received.

Brian will continue to work on the chart and outlining details of the step by step processes for applying for a SUP and PUD along with creating a check list for the general public to follow and staff.

Sally presented a chart that she had created and followed in creating the Special Assessment districts (9) which she offered to staff as a guide to help with the process in the Planning / Zoning department.

Jennifer also presented several different flow charts used by other municipalities and went through the basic idea of what is needed in going through the permit process for the special use permits.

Fee structures were also discussed and the need for fees to be updated as it has been several years since they have been reviewed. Staff will do an analysis on the current fee structure and present new information for the board to consider at a future work session.

Motion to adjourn

Moved by Wunsch and supported by Bickle.

Adjournment: 10:04 am