

MINUTES OF THE CLAY TOWNSHIP PLANNING COMMISSION MEETING
HELD ON MARCH 26, 2003 AT 7:30 P.M. IN THE CLAY TOWNSHIP BOARD
ROOM, 4710 POINTE TREMBLE ROAD, CLAY TOWNSHIP.

1. Meeting called to order by Chairperson Mark Getman at 7:30 p.m.
2. Roll call. Present: Chairperson Mark Getman, Vice-Chair Dorothy DeBoyer, Secretary John Makuch, Sandra O'Conner, Edward Keller II, Tony Antkowiak, Louise Cooper, Pat Sharrow, Chuck Michel.
Absent: None
3. Communications: None
4. Approval of March 10, 2003 Algonac/Clay meeting and March 12, 2003 meeting.

Moved by Sharrow, supported by Michel to approve the March 10, 2003 and March 12, 2003 with the following corrections:

March 12, 2003, next to last page, 4th par.; not an amendment; sec. 16.02, #15, page 76, under Principal Permitted uses.

Last page: Chairman Getman: Is it the Board's – should be the Commission's.

Page 4: Moved by Sharrow – To recommend to the Township Board the Lot Split 03-01 for 9468 Pearl Beach Blvd not be approved unless the following reasons are addressed at the ZBA and we will postpone any decision until those items are taken care of.

Page 1: Under site plan considerations, Pat Sharrow: the use is allowed in C-3 and it is an error that it is not allowed in I-1.

March 10, 2003, Page 4, 5th par., grammatical error, he and his wife.

Vote on the motion: AYES: All. NAYES: None

MOTION CARRIED

5. PRESENTATION BY COMMUNITY PLANNING & MANAGEMENT, Patrick Meagher.

Mr. Meagher pointed out that they are a small firm with a long history. They are known for their personal and yet professional service. He invited each Planning Commissioner to contact any of their other clients for their opinions on CP&M. The Commission has the proposal so, any questions?

Questions:

Michel, Have you submitted any references?

Meagher: Was included with proposal.

Sharrow: On the website.

Getman: With the exception of Algonac Community Schools.

PLANNING COMMISSION MEETING MINUTES – MARCH 26, 2003.

Page 2

DeBoyer: Talked with Ira Township Supervisor, John Jones. Will you be providing same services to us that you do to Ira Township?

Meagher: Yes we will.

O'Conner: What do you offer that another company may not offer?

Meagher: Difficult to assess. Big thing is personalized service. We go the extra mile to make sure the client is happy. We do not change your planner often.

Cooper: Is Shelby Twp your only office?

Meagher: Yes.

Antkowiak: How familiar are you with our area?

Meagher: Not as familiar as your current planner, we will have to go through a learning period. I grew up in Mt. Clemens and have been around the area. I am familiar with waterfront communities. I have not read your Master plan or your Zoning Ordinance so I am not familiar with what your waterfront issues are.

Getman: You mention 24 regular meetings; we only have 23, one meeting in December.

Meagher: Up to 24 meetings, so if you cancel one and reschedule you are not going to be charged for an additional meeting.

Getman: Explained meeting schedules and regular meetings and workshops. If we cancelled a workshop meeting is there a credit given for that or is it still the same charge?

Meagher: As it is written now there is no credit, when we have regularly scheduled meetings it prohibits us from taking on another client so there could be a lost opportunity. It could be restructured so if you have only one the price could be reduced, but not by much. Probably by \$200 for the meeting you don't have.

Makuch: Experience?

Meagher: Graduated from Michigan State University in 1990, worked a couple years as a city planner for Las Vegas, Clinton Township 2 years then to CP&M. Worked as a planner for large and small communities.

Michel: What services do you have to outsource?

Meagher: We do not have an engineering division, outside of that we outsource very little. Do our own computer mapping.

Makuch: Would we get charged for an audit should you become our Planner? And how many clients do you have now?

PLANNING COMMISSION MEETING MINUTES – MARCH 26, 2003

Page 3

Meagher: No, that's part of the cost. Have approximately 18 clients. We do grant work for some communities.

Makuch: Do you use the same engineer all the time or move it around?

Meagher: Most communities have an engineering consultant.

Sharrow: If we went to lesser meetings per month it would be approximately \$200 less, bringing it down to \$8,400, is that correct? What do you charge for a special meeting?

Meagher: Yes. \$300 for a special meeting. We also include training sessions.

Getman: What is your approach to consultation & advising, do you give us advice and insist we follow it or do you give us advice and let us determine what we will do?

Meagher: We advise, may say this is why it should or shouldn't be done but we work for you.

Sharrow: We rely on our consultant to keep us legal.

Michel: Do you have legal on staff?

Meagher: No.

Antkowiak: Would you expand on #3, provide verbal assistance to township by phone etc.? Would you charge if someone like myself were to call?

Meagher: No, feel free to contact us at any time.

Getman: Any planning Commissioner or anyone on the Township Board, any part of the Township government who are involved in planning. We are a high maintenance account and I talk to the planner several times before a meeting if there is something coming up.

Meagher: The more information I can get from the Commission the better, so I certainly won't discourage that.

Getman: In our current contract we have the 30-day clause where either party can cancel with 30 days notice. I did ask Mr. Meagher about the 3-year contract and PC&M is willing to lock in to a 3-year contract that only locks in the price with the 30-day clause.

Antkowiak: In the \$900 fee how much is used for travel? Do you get mileage?

Meagher: The company pays mileage and that cost is assessed but don't put as much credence into mileage as to time. Nothing above and beyond meeting cost.

Michel: We contracting with the firm, not you?

Meagher: That's correct, wouldn't anticipate a change but won't say there wouldn't ever be a change.

PLANNING COMMISSION MEETING MINUTES – MARCH 26, 2003

Page 4

Sharrow: Did mention that often two stay involved with community. Still true that if you were ill or away there would be another planner familiar with Clay so would not come in cold turkey?

Meagher: We have a planner as an alternate in almost every community.

Mr. Meagher thanked the Commission for the opportunity to address them.

Getman: We don't have to make a decision tonight. Each Commissioner should be able to look at both of these proposals and make a decision.

DISCUSSION ON CURRENT AND PROPOSED PLANNER.

Chairman Getman: Explained how we came to have Wade-Trim as our planner and why we have a planner that comes from Grand Rapids.

Sharrow: Added some as to the climate that brought about the change in planners.

Makuch: Expressed his concerns and desire to review the proposals before making a decision.

Sharrow: Unhappy that the notice in the Voice newspaper this week does not contain the information concerning Zoning Administration. It is in the minutes that it was requested it be in the notice.

Chairman Getman: Gave information on charges received from Wade-Trim that we did not expect.

Sharrow: We found Wade-Trim has never kept the maps up to date with zoning changes since 1991.

DeBoyer: Saw a zoning map in Ira Township, asked how often updated. When there are zoning changes with a minimum of two years. A second map is updated when there are lot splits; each lot shows the address and sidwell number.

Keller: May be we have become too comfortable, someone should be aware of whether or not updates are being done properly.

Getman: That's how we caught the map errors, those who are aware of what it should look like, saw the mistakes.

Sharrow: Mr. Chairman, perhaps we should talk with Mr. McNamee about the missing amendments in the notices. Wade-Trim said could add them because it is not changing the intent of the ordinance

Getman: I will talk to Mr. McNamee. Also the building department should check to make sure the newspaper did not omit it. The draft of the Zoning Ordinance prepared for the Board should be checked to see if it is different from the copy we have. What the Board approves is the accepted copy.

PLANNING COMMISSION MINUTES – MARCH 26, 2003.

Page 5

Keller: How many changes are there?

Getman: Would have to count them, 27 map changes. If anyone has any questions for either CP&M or Wade-Trim feel free to contact them. We can put this decision on the next agenda or even have a special meeting just to discuss this one item. We do have until July 1st to decide.

6. Chairman's Report: None

7. Planning Consultant's Report: None

8. Zoning Administrator Comments: Update on Bryson property, Nelson's Sandbar cleanup, CP&M, worked with them in Ira Township, always professional and the backup was well informed. Have reviewed all the old site plans from 2002, all current. Had a request from Ron Kahl as to any changes in Commissions opinion.

Getman: My understanding, it is when the site plan is received not the building application. Will check into it further.

Sharrow: Would like to see what information was sent to Mr. Dalton.

Michel: You said there is no time limit on a special land use.

Wiggle: There is a one-year limit, if it is completed in that time it is permanent with the property.

DeBoyer: Checked on the motion concerning Kahl site plan; motion stated that it was postponed until he brought back a revised site plan and that he had six months to do it.

9. Planning Commission Comments: None

10. Public Comments: None

11. Adjournment: Motion by DeBoyer, supported by Makuch to adjourn the meeting at 9:03 p.m. AYES: All NAYES: None.

MOTION CARRIED.

**Dorothy DeBoyer
Acting Recording Secretary**