

Clearwater Township
Planning Commission
Regular Meeting of June 1, 2015
As approved July 6, 2015

Call to Order, Pledge of Allegiance:

Chair Parzych called the meeting to order at 7:02 p.m., and opened with the Pledge of Allegiance.

Roll Call of Members and Recognition of Visitors:

Commissioners present: Backers, Fields, Parzych, Von See.

Commissioners absent: Vance

Township officials: Zoning Administrator Molby

Public: Norm Neuenschwander, Carol Backers, Kathy Eldridge.

Approval of Agenda:

MOTION by Backers, second by Von See, to accept the agenda as presented. Motion carried.

Call for Disclosure of Conflicts of Interests:

Chair called for commissioners to disclose any real or potential conflicts of interests. All commissioners declared no conflict.

Approval of Minutes:

MOTION by Parzych, second by Von See, to accept the minutes of May 4, 2015, as presented. Motion carried.

Public Comment for Matters Not on the Agenda:

There was none.

Comments from Commissioners for Matters Not on the Agenda:

Commissioner Fields commented on the MTA Township Focus article regarding use of website and other electronic media in communications with the community. Discussion ensued on the various means of communication, such as a quarterly newsletter, an informational sign announcing township activities, board meeting agenda items on the website, a blog or email subscription service to send out automatic email alerts, etc. The township discussed in the article is similar in size and rural character to our township. The sense that this Commission has about the need to improve communication with our citizenry is supported by this article.

The Commissioners all agreed that it is a good idea to place an updatable, electronic, public information sign at the corner of Rapid City Road and Valley Road, in the area reserved for that purpose as part of the special use permit issued in the summer of 2009 to Alec Crowell for his auto sales business. Such a sign would alert the public to upcoming township meetings and other calendar events. It could also be available for

certain kinds of advertising, for a fee, which would possibly make the sign actually pay for itself.

Ongoing Permanent Business:

The Planning Commission has added this new section to its agenda in order to commence the ongoing review of both the Master Plan and the Zoning Ordinance. The purpose of this process is to insure effective working consideration of the vision embodied in the Master Plan, to continually compare that vision to the current purposes and outlook of the community, and to insure that the Zoning Ordinance actually reflects the vision stated in the Master Plan.

Discussion ensued about setting this process in motion. Ideas discussed included creating a new section in the Master Plan for Township Communication, and getting the zoning map into an interactive GIS format available to the public on the website. For process, we will notify the surrounding townships and other entities of our intention to carry on a continual review of both the Master Plan and the Zoning Ordinance; we will begin at the beginning of the Master Plan and make a list of items we believe need amendment; we will obtain as much public input during this process as possible; and we will use the same review process for the Zoning Ordinance, running in parallel mode, so as to maintain the vital connection between the two documents.

As a footnote to the discussion, Commissioner Backers reported that Whitewater Township is beginning the review of its Master Plan and is using our plan as a model for theirs.

Old Business:

Amendment of Article 26 – The thirty-day clock for response from the Kankaska County Board of Commissioners is about to run out. There has been no response from either that board or the township attorney regarding the proposed amendment language and the explanatory excerpts from the MZEA that necessitated the amendatory work. After review of the process this Commission has already followed over the preceding two years to get this amendment completed, the Commissioners agreed to set a public hearing on the matter for July 6, 2015, during their regular meeting.

Report of Zoning Administrator:

Zoning Administrator distributed his report for May 2015, which report is hereby incorporated into the record by reference, and a copy of which is attached to the permanent copy of these minutes as [Att A]. Discussion ensued about whether we should adopt a policy to penalize those who fail to seek a land use permit before taking action, after the third time. There was additional discussion about why land use permits are required, and that other permits, such as building permits, are not obtainable without the land use permit. Clearwater Township land use permits used to have a fee; we have made them free, so there is no excuse for failing to get one. The consensus on the Planning Commission was that we should adopt the three-strike rule, but we believe this will require a change to the Zoning Ordinance.

New Business

No new business raised.

Closing Public Comment:

The Clearwater Township Community Pig-Roast is scheduled for July 11, 2015, with a parade at noon. There are no fees to the public, for participation in the parade or for the pig-roast. All expenses are paid for by the sponsoring businesses. Anyone interested in being in the parade should contact Adam Parzych or Stuart McKinnon.

Adjournment:

MOTION by Backers, second by Fields, to adjourn. Adjournment at 8:06.

Assignments:

- Fields to craft and send letter to surrounding townships regarding our master plan and zoning ordinance review.
- Fields to publish notice of public hearing July 6, 2015.

Next Meeting: July 6, 2015

Respectfully submitted,



Tina Norris Fields
Secretary

Zoning Administration Monthly Report MAY 2015 Clearwater Township

10 Land Use Permits

- 4 Garages, Sheds 3023 Hill Rd., 8050 ⁽²⁾ Elmbrook St., 9886 Pine Circle Dr.
- 1 Residences 5136 Zimmerman Rd.
Residences with Attached Garage
- 2 Pole Barns 5136 Zimmerman Rd., 5053 Walker Rd.
- 1 Resident Additions 6394 Crystal Bch. Rd.
- 3 Decks, Porches, etc. 6946 Crystal Bch. Rd., 9591 Shellway Dr., 6357 Walker Rd.
- 1 Miscellaneous, Other Buildings 7574 Crystal Bch. Rd.

14 Field Checks

— Attorney Contacts

1 Planning Commission Meetings

25 Contacts with Public, Home and Land Owners *PERMIT APPL, SET BACKS, FENCES ETC.
MOTORHOME USE, TREES, CHICKENS, FARMING
PROPERTY LINES, SURVEYS, SOIL EROSION*

2 ZBA Meetings and/or Township Board Meetings

— Training Sessions

3 Zoning Violations 9364 Westbrook, 9495 Westbrook, Hill Rd, Jet w/R, Gray Rd.


Zoning Administrator