

**MUSKEGON CHARTER TOWNSHIP  
PLANNING COMMISSION MINUTES  
PC-16-08  
August 8, 2016**

**CALL TO ORDER**

Chairperson Nolan called the meeting to order at 7:00 PM.

**ROLL**

Present: Borushko, Bouwman, Wood, Singerling, Hower, Frein, Nolan

Absent:

Excused:

Also Present: Planning, Zoning and Development Director Lorraine Grabinski, Recording Secretary Robyn McKenna and one (1) guest.

**APPROVAL OF AGENDA**

**Motioned Hower, supported Bouwman to approve the agenda.**

**Motion carried.**

**APPROVAL OF MINUTES**

**Motioned Bouwman, supported Wood to approve the minutes of July 11, 2016 and July 28, 2016 as presented.**

**Motion carried.**

**COMMUNICATIONS**

**Staff Report**

Commissioner Bouwman thanked Ms. Grabinski for the report and her hard work on the ordinance amendments. He also wanted to extend his thanks to the Township Board and the business owners who attended the special meeting on the proposed sign ordinance. It helped to hear their perspectives.

**Township Board Minutes July 5, 2016 and July 18, 2016**

**Information only, no action taken.**

**OLD BUSINESS**

**Grass/Leaves/Weeds Ordinance – Review**

A resident had concerns with the ordinance requirement; which specifies parcels be cleaned if they are less than ½ acre and only the front 50' of any developed parcel larger than ½ acre. Ms. Grabinski advised she did review other municipality's ordinances and Norton Shores is similar and some did not include footage. Discussion was held and Commission Members decided that the current ordinance serves the needs of the vast majority of the residents.

**No action taken.**

**NEW BUSINESS**

None

**OTHER**

**Private Drive/Road Draft Ordinance**

Ms. Grabinski provided a draft amendment. The purpose of the amendment is to provide a means for new development because Muskegon County Road Commission is not accepting any new roads at this time. Presently the private road ordinance does not allow more than four (4) homes. The amendments would allow private roads to be constructed and developed in the same manner a public road would be. Discussion was held regarding all private roads and private driveways having to meet the minimum standards contained within the International Fire Code. Developments of less than 29 single family residential lots could have one (1) entrance. Commission Members decided to remove the Design and Construction standards and specify that the design and construction standards will be in accordance with the requirements of the Muskegon County Road Commission. H (4) (7) specify in accordance with the standards of the Muskegon County Road Commission. Staff will make changes and publish for Public Hearing on September 12, 2016.

**Non-Permanent Sign Ordinance**

Ms. Grabinski provided a draft amendment to the ordinance. She thought that the meeting with the Township Board was a success. The Commission discussed the perception from the Township Board - they were open for some leniency – possibly for special occasions, special events and changes should not be over burdensome for Staff. Commission has not received any information; from any business, on the benefits to the business with temporary sign advertisement. 135 letters were sent to businesses with violations and only 6-8 business owners have attended the meetings. Discussion was held regarding allowing during Holidays. All Holidays would have to be included or there could be legal issues – some businesses would benefit from this and others would not – it is not representing all businesses. A business owner could choose specific dates. It would be a challenge to enforce if time limits are included. A non-permanent sign fee would be required with the business license renewal/application. Discussed failure to apply and penalty for violations. Only one (1) non-permanent sign allowed per business. Proceeding with the draft ordinance for one (1) year and see what the impact would be to the Township.

**Motioned Hower, supported Bouwman to make the corrections to the draft ordinance– (l) #8 remove \$500 citation and add citation fee as determined by the Township Board; (m) change Sunrise to Sunset and bring back to Planning Commission for review.**

**4 – Yeas: Hower, Singerling, Bouwman, Frein**

**3 – Nays: Wood, Nolan, Borushko**

**Motion Carried.**

**PUBLIC COMMENT**

Opened at 8:08 PM

**NEXT MEETING**

The next scheduled meeting for the Planning Commission is on September 12, 2016 at 7:00 PM in the Board Room at Town Hall.

**ADJOURNMENT**

**Motioned Hower, supported Singerling to adjourn at 8:08 PM.**

**Motion Carried.**

Respectfully submitted,

*Sandi Frein*  
*Recording Secretary*