

JOINT PLANNING COMMISSION

CANCELLED MEETINGS

February 2017

April 2017

June 2017

July 2017

September 2017

November 2017

RUTLAND CHARTER TOWNSHIP / CITY OF HASTINGS
JOINT PLANNING COMMISSION
DRAFT January 18, 2017 Meeting Minutes

Members present: Hawthorne, Haight, Graham, Jarvis, Wilt, Hatfield.

Members absent: None.

Other staff present: Mansfield, Watson, Hays.

The meeting was called to order at 5:30 p.m. by Chairman Hatfield.

Hatfield led those present in reciting the Pledge of Allegiance.

Hatfield asked for comments or questions related to the minutes for the November 16, 2016 meeting of the Joint Planning Commission, and the minutes of the November 21, 2016 meeting of the Joint Planning Alliance. No comments were forwarded.

Motion by Graham, second by Jarvis to approve the minutes of the November 16, 2016 meeting of the Joint Planning Commission and to receive and place on file the minutes of the November 21, 2016 meeting of the Joint Planning Alliance.

In favor: Hawthorne, Haight, Graham, Jarvis, Wilt, Hatfield.

Opposed: None.

Absent: None.

Motion carried.

Hatfield introduced discussion regarding the agenda for tonight's meeting and asked for amendments or additions. No comments were forwarded.

Motion by Jarvis, second by Haight to approve the agenda for tonight's meeting as submitted.

In favor: Hawthorne, Haight, Graham, Wilt, Jarvis, Hatfield.

Opposed: None.

Absent: None.

Motion carried.

Hatfield noted that Carr was not present at tonight's meeting to provide a report as the Zoning Administrator.

Mansfield reported that Urban Service and Economic Development Agreement (USEDA) No. 2 (2012) had now been withdrawn from escrow and fully executed. Mansfield stated that the property housing the Family Dollar Store and FHI's Corporate Headquarters had therefore been conditionally transferred to the jurisdiction of the City effective December 31, 2016.

Watson reported that work on draft USEDA No. 3 (2017) was progressing well and was pretty much "ready to go". Watson stated that he was currently working with the Township's engineer and attorney on an application for an easement from Consumers Energy to allow the placement of a sanitary sewer main across their property. Watson stated that the Township had recently approved a site plan for the new Hastings Fiberglass Products facility.

Lee Hays presented a final version of the sidewalk and trail "master plan" prepared by Prein & Newhof for proposed sidewalks and trails to serve areas in Rutland Township and in conditionally transferred properties under current and proposed USEDAs. Hays explained the proposed improvements envisioned in the plan. Hatfield asked that the latest version of the plan be distributed in digital format to the members of the JPC. Mansfield to do so.

Hatfield introduced consideration of a draft resolution prepared by Attorney Rolfe establishing the meeting schedule for the JPC for calendar year 2017.

Motion by Graham, second by Jarvis to adopt the draft resolution prepared by Attorney Rolfe establishing the meeting schedule for the JPC for calendar year 2017

In favor: Hawthorne, Haight, Graham, Wilt, Jarvis, Hatfield.

Opposed: None.

Absent: None.

Motion carried.

Hatfield introduced discussion regarding selection of a consultant to assist with the JPC's planning activities. Mansfield reminded those present that the City's and JPC's former planning consultant Tim Johnson of Mainstreet Services was no longer offering consulting services. Mansfield stated that the City had recently retained Wade Trim to assist on a temporary basis with planning and zoning related services. Mansfield suggested that the JPC had used the City's planning consultant in the past. Mansfield stated that he planned to introduce the planning staff from Wade Trim to Jim Carr, the JPC's Zoning Administrator upon Carr's return from his vacation. Mansfield suggested that JPC Chair Hatfield and Carr meet with Wade Trim in the near future to discuss the JPC's needs and how Wade

Trim might assist the JPC with those needs, at least on a temporary basis. Consensus of the Planning Commission was to support this approach.

Hatfield invited the public in attendance to offer public comment.

Watson questioned if Aldi had submitted a request to MDOT for reconsideration of installation of a traffic signal on State Street at Cook Road. Mansfield stated that he had not been made aware of any such request. Mansfield stated that based on earlier conversations with the representatives from Aldi, that Aldi intended to submit such a request following completion of construction of their new facility. Hays to contact Aldi to review the status of such a request.

Hatfield invited the public in attendance to offer any additional public comment. No additional comment was forwarded.

Hatfield asked for any additional comments from the members of the JPC. No comments were forwarded.

Motion by Graham, second by Hawthorne to adjourn the meeting at 5:55 p.m.

In favor: Hawthorne, Wilt, Haight, Graham, Jarvis, Hatfield.

Opposed: None.

Absent: None.

Motion carried.

Submitted by:

Jeff Mansfield
Administrative Secretary

RUTLAND CHARTER TOWNSHIP / CITY OF HASTINGS
JOINT PLANNING COMMISSION
DRAFT March 15, 2017 Meeting Minutes

Members present: Hawthorne, Haight, Graham, Jarvis, Wilt.

Members absent: Hatfield

Others present: Mansfield, Carr, Watson, Tossava.

The meeting was called to order at 5:30 p.m. by Acting Chairperson Graham.

Graham led those present in reciting the Pledge of Allegiance.

Graham asked for comments or questions related to the minutes for the January 18, 2017 meeting of the Joint Planning Commission, and the minutes of the January 16, 2017 meeting of the Joint Planning Alliance. No comments were forwarded.

Motion by Wilt, second by Jarvis to approve the minutes of the January 18, 2017 meeting of the Joint Planning Commission and to receive and place on file the minutes of the January 16, 2017 meeting of the Joint Planning Alliance.

In favor: Hawthorne, Haight, Graham, Jarvis, Wilt.

Opposed: None.

Absent: Hatfield.

Motion carried.

Graham introduced discussion regarding the agenda for tonight's meeting and asked for amendments or additions. No comments were forwarded.

Motion by Jarvis, second by Wilt to approve the agenda for tonight's meeting as submitted.

In favor: Hawthorne, Haight, Graham, Wilt, Jarvis.

Opposed: None.

Absent: Hatfield.

Motion carried.

Graham asked for comments from the public. No comments were forwarded.

Graham asked that Carr was present a report as the Zoning Administrator for the JPC. Carr stated that Rutland Township was in the process of making several possible amendments to their Zoning Ordinance. Carr stated that one of the amendments pertained to agricultural uses, and was therefore not pertinent to the JPC. Carr stated that two other amendments pertained to the Mixed Use zoning district. Carr stated that the Rutland Planning Commission was considering changes to the regulations applying to the height of buildings in the MU District and design criteria for buildings in that district. Carr noted that it would be up to the JPC to determine if the JPC wished to make similar amendments to the JPC Zoning Ordinance. Carr stated that he would bring additional information related to the possible ordinance amendments to the JPC as the ordinance amendments were developed. Carr stated that the Township was also considering possible accommodations / regulations applying to medical marijuana at this time.

Carr and Mansfield reported that draft USEDA No. 3 (2017) had been approved by the Township and the City and was now in escrow. Mansfield stated that it was anticipated that USEDA No. 3 would be withdrawn from escrow and executed when the necessary utility infrastructure to serve the proposed Hasting Fiberglass products facility had been constructed and the facility connected to the public water and sewer lines.

Watson explained that Attorney Rolfe was currently working on securing an easement from Consumers Energy to allow installation of the public sewer main to serve the Hastings Fiberglass facility. Watson stated that he anticipated that this easement would be in place in the near future. Watson stated that he would coordinate submittal of the latest utility plans to the City for review in the near future.

Hatfield arrived at 5:48 p.m.

Graham introduced discussion regarding the proposed trail improvements extending to the Wal-mart site. Hawthorne and Watson explained the status of this project, and the local matching funds required. Watson stated that the project would be presented to the Rutland Township Board for formal approval on March 22nd. Mansfield stated that the City Council would also be asked to review this project at their meeting on March 27th.

Graham introduced discussion regarding selection of a consultant to assist with the JPC's planning activities. Mansfield stated that the City was still working with Wade Trim as their planning consultant on a temporary basis, but had not yet entered into a long term agreement with Wade Trim or any other firm. Consensus was to have Carr work with Wade Trim on an interim basis should he need assistance with planning matters for the JPC.

Graham invited the public in attendance to offer public comment. No comment was forwarded.

Graham asked for comment from the members of the JPC.

Jarvis questioned if any further consideration had been given to the proposed traffic signal at the State Street – Cook Road intersection. Watson noted there had been an accident recently at the drive to the Aldi Food Store. Haight noted that Hays was to follow up on this matter with Aldi. Mansfield to discuss with Hays and Chief Pratt.

Graham asked for any additional comments from the members of the JPC. No comments were forwarded.

Motion by Hawthorne, second by Wilt to adjourn the meeting at 6:10 p.m.

In favor: Hawthorne, Wilt, Haight, Graham, Jarvis, Hatfield.

Opposed: None.

Absent: None.

Motion carried.

Submitted by:

Jeff Mansfield
Administrative Secretary

RUTLAND CHARTER TOWNSHIP / CITY OF HASTINGS
JOINT PLANNING COMMISSION
DRAFT May 17, 2017 Meeting Minutes

Members present: Hawthorne, Haight, Graham, Jarvis, Wilt, Hatfield.

Members absent: None.

Others present: Mansfield, Carr, Watson.

The meeting was called to order at 5:30 p.m. by Chairperson Hatfield.

Hatfield led those present in reciting the Pledge of Allegiance.

Hatfield asked for comments or questions related to the minutes for the March 15, 2017 meeting of the Joint Planning Commission, and the minutes of the March 20, 2017 meeting of the Joint Planning Alliance. No comments were forwarded.

Motion by Jarvis, second by Hawthorne to approve the minutes of the March 15, 2017 meeting of the Joint Planning Commission and to receive and place on file the minutes of the March 20, 2017 meeting of the Joint Planning Alliance.

In favor: Hawthorne, Haight, Graham, Jarvis, Wilt, Hatfield.

Opposed: None.

Absent: None.

Motion carried.

Hatfield introduced discussion regarding the agenda for tonight's meeting and asked for amendments or additions. No comments were forwarded.

Motion by Wilt, second by Jarvis to approve the agenda for tonight's meeting as submitted.

In favor: Hawthorne, Haight, Graham, Wilt, Jarvis, Hatfield.

Opposed: None.

Absent: None.

Motion carried.

Hatfield noted that there were no public hearings scheduled for tonight's meeting.

Hatfield asked that Carr present a report as the Zoning Administrator for the JPC. Carr stated that Rutland Township was in the process of making several minor amendments to the Township's Mixed Use Zoning District Regulations, and that the JPC may or may not elect to amend the JPC's ordinance in a similar fashion. Carr stated that the Township was eliminating the residential requirements tied to building height allowances, as well as certain restrictive façade regulations for buildings exceeding 25,000 square feet in floor area.

Carr reported that Mansfield had questioned if certain signs in the JPC's zoning district were compliant with the JPC Zoning Ordinance. Carr reported that the signs were compliant with the Code. Carr questioned if the JPC wished to consider the City to establish a fee schedule for certain sign permits. Carr noted the practical impacts and challenges of establishing sign fees. Consensus of the JPC was not to recommend the establishment of a fee schedule at this time.

Carr noted that the current Township and JPC zoning ordinance included minimum lot sizes in the Mixed Use zone, but no minimum lot width. Discussion ensued regarding various lot layouts and undesirable development patterns, and ways to address these concerns through special land use permit requirements and site plan review and approval.

Hatfield asked for a status report regarding the third Urban Services and Economic Development Agreement. Watson and Mansfield reported that USEDAs was currently in escrow, and would be withdrawn and executed upon connection of the new Hastings Fiberglass Products to the proposed water and sewer main extensions being constructed to serve that facility. Mansfield explained that he, Hays, Watson and Ken Bosma of Prein & Newhof had discussed cost apportionment formulas and reimbursement agreement options to allow HFP to be reimbursed for a portion of their expense related to the construction of the utility extensions. Watson reported that the Township was still working with Consumers Energy to secure an easement to allow the construction of the sewer main extension to serve the HFP site. Mansfield questioned if Township Attorney Rolfe was reviewing the reimbursement agreements and cost allocation formulas under consideration by the Township and HFP. Watson reported that he believed that HFP may not be ready to occupy their new facility until sometime after the first of the 2018 year.

Hatfield asked for a report regarding the non-motorized trail and sidewalk improvements along the former RR grade, Cook Road, and M-37/M-43 west of Industrial Park Drive. Mansfield stated that the trail extension along the former RR grade was currently on hold as the parties sought to make the project more affordable. Hawthorne noted that the parties remained very interested in seeing this project come to fruition. Mansfield stated that the City and Township were looking for ways to reduce the cost of the project, and seeking grants and other funding to help pay for the project.

Mansfield stated that the City was initiating the process for establishment of a special assessment district (SAD) to pay for the cost of the installation of sidewalks along West State Street. Mansfield

stated that this process included several public hearings, and that the Council would seek comment from the owners of properties within the potential SAD regarding their wishes relative to the sidewalks and the SAD. Mansfield stated that it was his understanding that Watson and Hays had met with many of the property owners, and that a number seemed to support the establishment of the SAD.

Hatfield stated that the City was currently in the process of seeking an alternate consultant for planning services. Mansfield stated that Czarnecki was preparing RFPs at this time, and that the City hoped to have a planning consultant under contract by July 1st. Mansfield stated that he would keep the JPC informed, and that the JPC could decide whether they wished to utilize the services of the City's planning consultant.

Hatfield asked for public comment. No comment was forwarded.

Hatfield asked for any additional comments from the members of the JPC. No comments were forwarded.

Motion by Graham, second by Hawthorne to adjourn the meeting at 5:57 p.m.

In favor: Hawthorne, Wilt, Haight, Graham, Jarvis, Hatfield.

Opposed: None.

Absent: None.

Motion carried.

Submitted by:

Jeff Mansfield
Administrative Secretary

RUTLAND CHARTER TOWNSHIP / CITY OF HASTINGS
JOINT PLANNING COMMISSION
DRAFT August 16, 2017 Meeting Minutes

Members present: Hawthorne, Haight, Graham, Jarvis, Wilt, Hatfield.

Members absent: None.

Others present: Mansfield, Carr, Watson, Hays, Raymond, Harvey.

The meeting was called to order at 5:30 p.m. by Chairperson Hatfield.

Hatfield led those present in reciting the Pledge of Allegiance.

Hatfield asked for comments or questions related to the minutes for the May 17, 2017 meeting of the Joint Planning Commission, and the minutes of the May 19, 2017 meeting of the Joint Planning Alliance. No comments were forwarded.

Motion by Jarvis, second by Graham to approve the minutes of the May 17, 2017 meeting of the Joint Planning Commission and to receive and place on file the minutes of the May 19, 2017 meeting of the Joint Planning Alliance.

In favor: Hawthorne, Haight, Graham, Jarvis, Wilt, Hatfield.

Opposed: None.

Absent: None.

Motion carried.

Hatfield introduced discussion regarding the agenda for tonight's meeting and asked for amendments or additions. No comments were forwarded.

Motion by Wilt, second by Haight to approve the agenda for tonight's meeting as submitted.

In favor: Hawthorne, Haight, Graham, Wilt, Jarvis, Hatfield.

Opposed: None.

Absent: None.

Motion carried.

Hatfield noted that there were no public hearings scheduled for tonight's meeting.

Hatfield asked that Carr present a report as the Zoning Administrator for the JPC. Carr stated that Rutland Township had issued a sign permit recently and charged a related fee to a property owner in the JPC Zoning District. Carr stated that they then discovered that the permit had been issued and the fee charged in error. Carr stated that the permit was corrected and the fee refunded. Carr stated that this matter would be explained in more detail later in the meeting.

Carr reported that Rutland Township was considering an ordinance applying to solar energy farms. Carr stated that this use was not addressed in the current zoning ordinance.

Mansfield introduced Rebecca Harvey of McKenna Associates. Mansfield explained that McKenna had recently been retained by the City to provide general planning consulting services.

Hatfield asked for a status report regarding the third Urban Services and Economic Development Agreement. Hawthorne reported that the required easement agreement with Consumers Energy had been secured. Hawthorne explained that the third USEDA would be withdrawn from escrow as soon as the Hastings Fiberglass facility was connected to the utility extensions currently under construction.

Hatfield asked for a report on the status of the infrastructure being constructed to serve the Hastings Fiberglass facility. Watson noted that the contractor had experienced difficulty securing the necessary permits and getting the required approvals in place. Watson stated that these matters were getting straightened out and that the contractor was making good progress.

Hatfield asked for an update on the reimbursement agreement between the Township and Hastings Fiberglass Products. Hawthorne reported that the Township had received the deposit required under the agreement, and would be disbursing funds as the project progressed. Watson explained that HFP would be reimbursed for a portion of the cost of the installation of the watermain as new connections occurred in the future.

Hatfield asked for a report on the IFT application submitted by HFP. Hawthorne explained that the IFT application was currently being processed by the Township. Hawthorne stated that the IFT would be for a 12 year period. Hawthorne explained that the IFT would transfer to the City when the HFP property was transferred to the City under the terms of the USEDA.

Hatfield asked for a report regarding the non-motorized trail and sidewalk improvements along the former RR grade, Cook Road, and M-37/M-43 west of Industrial Park Drive. Hays reported that this project had been suspended earlier this summer as the parties sought funding for the work. Hays reported that the City would be working with Prein & Newhof later this year on an application for grant funding to be submitted in April. Hays stated that the City was also seeking funding from private sources.

Hays stated that he expected to receive the permit from MDEQ for construction of a pedestrian bridge over the creek between the Holiday Inn and the Dollar Store within the next week or so. Hays stated that once this MDEQ permit had been secured, he would apply for a permit from MDOT for the sidewalks along State Street to be constructed in the MDOT ROW. Hays stated that once this permit was secured, the costs for the project would be updated and the revised SAD would be reviewed. Hays stated that Tyler Guernsey still planned to construct sidewalk at the Dairy Queen site on his own once all of the permits had been secured.

Hatfield asked Mansfield to report on the status of the City's retention of a planning consultant. Mansfield stated that the City Council had agreed on Monday night to retain McKenna Associates as the City's planning consultant. Mansfield stated that the JPC may also wish to retain McKenna. Hatfield explained the process the City had used for selection of a planning consultant. Carr noted that he had worked with Harvey previously.

Hatfield asked Mansfield to provide a report on the City's update of its Master Plan. Mansfield stated that there was little to report at this time. Mansfield stated that the City Planning Commission was waiting until a consultant had been selected and maintained before moving ahead with the Master Plan update. Mansfield stated that the City would begin working on the update very soon, and that the City would include references to the role and work of the JPC in that update. Hawthorne questioned if the Joint Future Land Use Plan should also be referenced in that Master Plan update. Consensus of those present was to do so.

Hatfield asked Carr to report on the administrative processes and activities within the JPC Zoning District. Carr and Hawthorne explained the questions and concerns they had applying to various fees, applications, handing of funds and other administrative concerns. Mansfield explained that the City staff intended to propose revisions to the City's fee schedule to better reflect the cost of providing certain services. Consensus was to have the administrative officials from the City and the Township work together to develop means to address Carr's and Hawthorne's concerns, and to bring those proposed changes back to the JPC as appropriate.

Hatfield asked for public comment. No comment was forwarded.

Hatfield asked for comments from the members of the JPC.

Jarvis asked if FHI's Corporate Headquarters was connected to public sewer. Hawthorne stated that it was.

Hatfield asked for any additional comments from the members of the JPC. No additional comments were forwarded.

Motion by Graham, second by Jarvis to adjourn the meeting at 6:07 p.m.

In favor: Hawthorne, Wilt, Haight, Graham, Jarvis, Hatfield.

Opposed: None.

Absent: None.

Motion carried.

Submitted by:

Jeff Mansfield

Administrative Secretary

RUTLAND CHARTER TOWNSHIP / CITY OF HASTINGS
JOINT PLANNING COMMISSION
DRAFT October 18, 2017 Meeting Minutes

Members present: Hawthorne, Haight, Graham, Jarvis, Wilt, Hatfield.

Members absent: None.

Others present: Mansfield, Carr, Watson.

The meeting was called to order at 5:30 p.m. by Chairperson Hatfield.

Hatfield led those present in reciting the Pledge of Allegiance.

Hatfield asked for comments or questions related to the minutes for the August 16, 2017 meeting of the Joint Planning Commission, and the minutes of the August 21 2017 meeting of the Joint Planning Alliance. No comments were forwarded.

Motion by Graham, second by Jarvis to approve the minutes of the August 16, 2017 meeting of the Joint Planning Commission and to receive and place on file the minutes of the August 21, 2017 meeting of the Joint Planning Alliance.

In favor: Hawthorne, Haight, Graham, Jarvis, Wilt, Hatfield.

Opposed: None.

Absent: None.

Motion carried.

Hatfield introduced discussion regarding the agenda for tonight's meeting and asked for amendments or additions. No comments were forwarded.

Motion by Jarvis, second by Wilt to approve the agenda for tonight's meeting as submitted.

In favor: Hawthorne, Haight, Graham, Wilt, Jarvis, Hatfield.

Opposed: None.

Absent: None.

Motion carried.

Hatfield noted that there were no public hearings scheduled for tonight's meeting.

Hatfield asked that Carr present a report as the Zoning Administrator for the JPC. Carr stated that the Rutland Township Planning Commission had a process in place for administrative site plan review for minor amendments of an approved site plan. Carr stated that as the Zoning Administrator he would meet with Planning Commission Chair Larry Haywood to review such minor amendments and grant administrative approval when appropriate. Carr stated that he and Haywood would then report the administrative approval to the full Planning Commission at their next meeting. Carr stated that as the JPC's Zoning Administrator he had recently granted administrative approval for a minor amendment to the site plan for the Dairy Queen. Carr questioned if he should meet with JPC Chair Hatfield in the future to discuss and consider such approvals. Consensus of the JPC was to have Carr meet with Hatfield to consider administrative approval for minor amendments to site plans in the future, and to report such approvals to the full JPC at their next meeting.

Carr stated that there would be a development "on the hill" on West M-37 / M-43 in the near future. Carr stated that the site was outside of the JPC's area of zoning jurisdiction.

Hatfield asked for a status report regarding the third Urban Services and Economic Development Agreement. Mansfield stated that the water and sanitary sewer system extensions to serve the new Hastings Fiberglass Facility were now complete. Mansfield reported that HFP had paid all of the appropriate City fees for connection, and that he expected the new facility to be connected to the new water main in the near future. Mansfield stated that once this connection occurred, the USEDA would be withdrawn from escrow and executed by the City and the Township.

Hatfield noted that a verbal report on the status of the infrastructure being constructed to serve the Hastings Fiberglass facility had been provided earlier in the meeting.

Hatfield asked for a report regarding the non-motorized trail and sidewalk improvements along the former RR grade, Cook Road, and M-37/M-43 west of Industrial Park Drive. Mansfield stated that the City and the Township were considering jointly retaining the engineering firm of Prein and Newhof to complete preliminary design of the trail extension and related improvements, to identify funding sources for the work, to "value engineer" the project to fit into the available budget, and eventually to assist with the application for various grants to fund the project in whole or in part. Mansfield stated that the City Council would be asked to approve the agreement with Prein & Nowhof at their meeting on October 23rd. Hawthorne stated the Township would be considering similar approval at their Township Board meeting in November.

Mansfield stated that it was his understanding that Hays was working on final construction and bidding documents, as well as update construction cost estimates for the sidewalk project along M-37 / M-43. Watson stated that he believed that Hays was also still awaiting the final permits for the project from MDEQ and MDOT. Mansfield stated that once the final costs were established for the project, a public hearing to solicit further public comment regarding the SAD would be held.

Hatfield asked Mansfield to provide a report on the City's update of its Master Plan. Mansfield stated that it was his understanding that the subcommittee charged with moving this project ahead had not met recently. Hatfield stated that that was correct, but that the committee would be meeting in the near future. Mansfield stated that the City had met its obligation to review the Master Plan every 5 years simply by initiating the review, but that the City intended to complete a thorough review and update of the Master Plan in the coming year.

Hatfield asked for public comment. No comment was forwarded.

Hatfield asked for comments from the members of the JPC.

Mansfield and Watson reported that they had met with a group of Algonquin Lake residents interested in the possibility of constructing a sanitary sewer system to serve properties on the Lake. Hawthorne and Watson stated that the system being considered would also serve the "back lots". Watson stated that the group was currently exploring the costs and funding options for the system.

Hatfield asked for any additional comments from the members of the JPC. No additional comments were forwarded.

Jarvis asked if the JPC would meet in November, noting that the regularly scheduled meeting would fall on November 15th. Jarvis asked if the meeting would be cancelled if there were no "action items". Hatfield stated that due to the meeting date falling on the opening day of deer season (gun), it would be cancelled as of this time. Hatfield stated that if any issues came up needing the JPC's attention, a special meeting could be scheduled to consider those issues.

Motion by Graham, second by Wilt to adjourn the meeting at 5:57 p.m.

In favor: Hawthorne, Wilt, Haight, Graham, Jarvis, Hatfield.

Opposed: None.

Absent: None.

Motion carried.

Submitted by:

Jeff Mansfield
Administrative Secretary

RUTLAND CHARTER TOWNSHIP / CITY OF HASTINGS
JOINT PLANNING COMMISSION
DRAFT December 20, 2017 Meeting Minutes

Call to order: 5:30 p.m. by Chair Hatfield

Roll Call: Hawthorne, Haight, Graham, Jarvis, Hatfield Absent: Wilt

Others present: Watson, VanHouten (J-Ad Graphics) Watson introduced Les Raymond, Carr's Replacement effective 1/1/18; Mayor Tossava

Pledge of Allegiance

4. Comments/question re minutes of 10/18/17;

Moved by Hawthorne 2nd by Jarvis approve JPC minutes. Motion carried All Ayes; No nays; Wilt, absent

NOTE: motion did not include placing the draft JPA minutes on file.

5. Approval of agenda; no comments

Moved by Jarvis 2nd by Haight approve agenda; All Ayes; No nays; Wilt, absent Motion carried

6. No public Hearings

7 Staff report: zoning administrator: No report

8 Old business:

a. Hawthorne indicated that everything is in status quo. Nothing new.

b. Hawthorne reported that an agreement had been signed between the city of Hastings and Fiberglass to allow for the easement so water could be connected. There is water at the building; Graham asked about the hydrants and all the hydrants have been replaced.

c. Hawthorne stated that the Township and City have both approved the grant agreement dollars and they are now waiting for the grant approval.

d. Watson stated that the bids are in and the contractor's credentials who submitted the lowest bid are being checked.

e. Hatfield reported good progress has been made in the meetings with the planner. The focus has been narrowed opting to work on 4-6 key issues: residential and industrial growth; stabilization/enhancement of the downtown area; state redevelopment commission (committee???)

f. Meeting schedule for 2018 was presented by Hawthorne. No conflicts with holidays. Moved by Jarvis 2nd by Graham to approve the Resolution/Notice Setting Joint Planning Commission Regular Meeting Meeting Schedule for 2018 Calendar Year. All ayes; no nays; Wilt absent.

g. Discussion regarding election of officers. All current officers are willing to continue to serve: Hatfield as Chair, Graham as Vice Chair and Hawthorne as Secretary. Hawthorne moved to close the nominations and cast a unanimous ballot for the existing officers. 2nd by Graham. All ayes; no nays; Wilt absent.

9 New business - None

10: Public Comments/communications

Mayor Tossava thanked Rutland Charter Township for all the work over the past years. Hatfield indicated there was a lot of cooperation.

11 Commissioners Comments

Merry Christmas and Happy New Year was extended by all the members. Thank you to Jim Carr for all the hard work he has done over the past years. It is greatly appreciated. Moved by Graham seconded by Jarvis to approve a Resolution of Appreciation for Jim Carr. Motion carried All Ayes; no nays; Wilt absent.

12 Moved by Hawthorne, 2nd by Jarvis to adjourn at 5:50 p.m.: Motion carried All Ayes; no nays; Wilt absent.

Minutes prepared by volunteer Pam Jarvis in Mansfield's absence.

Submitted by:

Jeff Mansfield
Administrative Secretary