

**FREMONT AREA JOINT PLANNING COMMITTEE  
MEETING MINUTES**

**Monday, February 13, 2006  
5:00 – 6:30 PM  
Fremont City Hall**

- Members Present:**
- |                            |  |
|----------------------------|--|
| Dayton Township:           | Chuck Witteveen, Planning Commissioner |
| Dayton Township:           | Shirley Hooker, Supervisor             |
| Dayton Township:           | Barbara Popp, Board Member             |
| Dayton/Sheridan Townships: | Peter Lance, Zoning Administrator      |
| Sheridan Charter Township: | Dave Lue, Supervisor                   |
| Sheridan Charter Township: | Don Potter, Board Member               |
| Sheridan Charter Township: | Jack Taylor, Planning Commissioner     |
| Sherman Township:          | Joan Obits, Supervisor                 |
| Sherman Township:          | Roman Miller, Zoning Administrator     |
| City of Fremont:           | Peg May, Planning Commissioner         |
| City of Fremont:           | Jim Breinling, Councilmember           |
| City of Fremont:           | Jim Rynberg, Mayor                     |
| City of Fremont:           | Richard Rought, Zoning Administrator   |
- Members Absent:**
- |                            |   |
|----------------------------|---|
| Dayton Township:           | Vern Staley, Planning Commissioner        |
| Sherman Township:          | Fran Derks, Board Member                  |
| Sherman Township:          | Dean Van Ostenberg, Planning Commissioner |
| Sherman Township:          | Randy Paulson, Planning Commissioner      |
| Sheridan Charter Township: | Jeff Wharton, Planning Commissioner       |
| City of Fremont:           | Chuck Whitman, Planning Commissioner      |
- Alternate Not Present:**
- |                    |   |
|--------------------|---|
| Sheridan Township: | Jennifer Christenson, Board Member      |
| Sheridan Township: | Sandy Vandenberg, Planning Commissioner |
- Others Present:**
- |                |  |
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| Michele Ribant | City Director of Neighborhood & Economic Development |
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- Consultant Present:**
- |                  |   |
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| Joe VanderMeulen | Executive Director, Land Information Access Association |
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**Call to Order**

Chair Chuck Witteveen called the meeting to order at 5:00 PM.

**Greetings & Introductions**

Mr. Witteveen welcomed everyone to the meeting.

**Review & Approval of Minutes**

A motion was made by Dave Lue, seconded by Don Potter and carried to approve the minutes from the January 9, 2006 meeting.

**Review Revised Draft Joint Planning Agreement**

Roman Miller expressed a concern that he had with the section dealing with "Powers and Duties." He said it is not clear how and when each municipality that is a party to the Agreement is to dissolve its planning commission. Joe VanderMeulen indicated that he brought up a good point and others, including the City's attorney, share his concern. Mr. VanderMeulen distributed handout entitled, "*Discussion of the Transition Problem*" provided by the Land Information Access Association (LIAA.) As was outlined in the handout, Mr. VanderMeulen pointed out that the Joint Municipal Planning Act provides for the

transfer of all the powers and duties of a zoning board or commission to the new joint planning commission, consistent with existing zoning enabling statutes; however, the Act is silent on what happens to the existing municipal planning commissions. Mr. VanderMeulen stated that the Committee needs to address some concerns related to the transition, such as what the necessary sequential steps are for a smooth transition.

Joe VanderMeulen then summarized the changes made to the draft Agreement Establishing the Fremont Community Joint Planning Commission as discussed by the Committee at its 1/9/06 meeting. During discussion, the Committee suggested the following further revisions:

**4. Operating Procedures** (Revisions were made to the third paragraph of this section.)

The Fremont Community Joint Planning Commission, at its first meeting of each calendar year, shall select a Chair, Vice-Chair, Treasurer, and Secretary, who shall serve as such officers of the Fremont Community Joint Planning Commission for that calendar year. Each appointees selected to serve ~~in these positions~~ must represent a different participating municipality~~ies~~.

**5. Removal from Office and Filling Vacancies** (Revisions were made to the 5<sup>th</sup> bullet item and the 1<sup>st</sup> sentence of the last paragraph of this section.)

- Conviction of any felony or ~~engaging in conduct punishable as a felony~~ certain misdemeanors; and /or

The office of a member becomes vacant when the incumbent dies, resigns, is convicted of a felony or certain misdemeanors, is removed by the ~~Fremont Community Joint Planning Commission or appointing governing body~~ municipality for cause or ceases to be a resident of the Fremont Community Joint Planning Commission jurisdictional area.

**6. Operating Budget**

The Committee asked that the section of the Agreement concerning the operating budget be condensed so that there is one (1) provision that outlines how each participating municipality's share of the budget will be calculated rather than having four (4) different provisions.

**Discussion on Sample Joint Planning Commission Budget**

Following review the draft Agreement, the Committee discussed the sample budget. A handout outlining the City's and Townships' Planning & Zoning Budgets was distributed for comparison to the sample budget. Sherman Township representatives expressed a concern with the budget amount each participating municipality would have to contribute. Joan Obits felt that the whole concept of joint planning may yet be a hard sell to some on the Sherman Township Board. Shirley Hooker indicated that it may also be difficult to persuade the Dayton Township Board to do the same.

Michele Ribant explained that the sample budget as provided was just a starting point; it was intentionally developed on the high end so that the Committee could consider all the possibilities for both revenues and expenses and then pare it down as the Committee saw fit. It was suggested that once the budget was pared down, a cost savings to the participating municipalities would become apparent. Ms. Ribant suggested that a budget subcommittee be created and that it should include the Township Supervisors and anyone from any of the participating municipalities who had something to contribute regarding the budget. Dave Lue was to arrange the budget subcommittee meeting before the next full Joint Planning Committee meeting.

### **Planning for Public Information & Education**

It was agreed that the issues dealing with the budget and the transition should be worked out before the Committee starts to educate the public on the value of creating a joint planning commission. It was also suggested that some educational materials on the value of joint planning be prepared before it is time to schedule the public meetings.

### **Plan for Next Meeting**

Chair Witteveen reminded the Committee that the next meeting would be on March 13, 2006 at the Fremont City Hall from 5:00 – 6:30 PM. He asked each Township Supervisor and the City Mayor to contact their representatives on the Committee and encourage their participation at the next meeting. The Committee set the following tasks for the next meeting:

- Review the updated proposed Fremont Community Joint Planning Commission Agreement
- Review an updated proposed Fremont Community Joint Planning Commission budget
- Discuss the transition process (from four separate Planning Commissions to one Joint Planning Commission)
- Discuss how to educate the public on the value of having one Joint Planning Commission for the entire Fremont community

### **Adjournment**

There being no further business of the Committee, the meeting adjourned at 6:50 PM.