

Members present: Chairman Fountain, Vice Chairman Douglass, Secretary Kalenauskas, Commissioner Colaianne, Commissioner Petrucci and Commissioner Phillips. Commissioner Germane arrived at 5:38 p.m. Also present: Director Olney and Deputy ZA Lutz.

Move to approve the Planning Commission Work Session Agenda for July 1, 2004 as presented. Motion Colaianne. Second Petrucci. Voice Vote. Motion Carried. 6-0-1.

The purpose of the meeting is to determine issues and who will address those issues.

- a. **Site Plan Reviews** – Solidify and streamline the process of reviews and gathering pertinent information from an applicant prior to being placed on the agenda. A disclaimer should be added for the applicant's information stating that all information is to be supplied prior to going on the Planning Commission agenda. There should be a separate listing in addition to the agenda concerning pending applications. Minor revisions may be considered but major revisions will require an entire updated plan to be supplied.
- b. **Deadlines for Agendas** – Agenda items should be submitted to the consultants two weeks in advance of being placed on the agenda to give time for the appropriate reviews to be completed and returned to the Township.
- c. **Timeframes for Reviews** – Planners, Engineers and the Attorney will develop their individual requirements of time to complete the necessary reviews and inform the Township staff and Planning Commission.
- d. **Significant Site Plan Issues** – If Planning staff has specific discussions with an applicant concerning major negative issues with the plan as presented, staff should put a summary of such discussions in writing for the Planning Commission. Therefore, everyone including the applicant will understand that such major issues will most likely result in a denial of the application as presented.
- e. **All Planning Commissioners Have A Current Ordinance** – Director Olney will request current ordinance copies for all Commissioners from McKenna.
- f. **Ordinance Revisions Needed** – Issues have come up with the Ordinance. It is necessary to determine what areas need review and revisions and who will be doing the work. Each section needs to be reviewed and evaluated for needed changes. A work session will be needed to determine the procedure for making the needed changes.
- g. **Capital Improvement Plan** – This has been stagnant since January. The status must be determined and move to the next step in the process. The department heads can begin working on it after the audit is completed. This will move the process forward.
- h. **Preliminary Metes and Bounds** – Should staff take over the situations where applicants come to the Township looking for advice on what do with their property or should the Planning Commission remain involved in these preliminary discussions? Either entity can become involved starting with staff and coming to the PC if needed.

i. **Private Driveway Standards** – A review is needed of length, number of homes, construction standards and other issues related to private driveway standards such as who does the reviews and legal issues involved. Commissioners Colaianne, Petrucci and Phillips will work on this with Commissioner Kalenauskas as an alternate if needed. Sally Hodges of McKenna Associates will do the preliminary review and Attorney Homier will have input by the end of August.

j. **Postponement of Incomplete Applications to Next Agenda.**

k. **Active Issues List** – Timelines and assignment of the following active issues needs to be determined and action taken.

1. **Sign Ordinance Review** - A Planning Commission subcommittee is currently working on this. The proposal for the cost of McKenna consulting on this item should be received by August 1, 2004.

2. **Temporary Endeavor Permits** – The Planning Commission determined that this is a Board issue and the Board should inform the PC of what changes they would like so the ordinance can be changed.

3. **Subdivision Regulations** – This is a major review and will be delayed until 2005.

4. **Accessory Structures on Stacked Lots** – Can be addressed with private drives.

5. **Lighting Ordinance** – This may be a lengthy review and will be addressed in 2005.

6. **Speed Limits** – This has been addressed by the Board and can be removed from the active issues list.

7. **Accessory Buildings on Parcels Without a Principal Structure** – Section 3? There could be an ordinance amendment by November from the planner concerning road and other setbacks for accessory structures.

8. **Buffering/Transitional Requirements Between Zoning Changes** – Buffering is needed between residential and more intense uses. Commissioners Germane, Douglass, Kalenauskas and Fountain will work on this for a September 1, 2004 report to the Commission.

9. **Final Site Plan Inspection Responsibility and Site Plan Compliance** – This can be handled by the staff with input from the consultants as needed.

10. **Review Major / Minor Change Criteria** – Address in 2005.

11. **Develop Hazard Mitigation Plan** – Address in 2005.

12. **Text Amendment to Noise Ordinance** - Ambient noise levels have to be addressed in the Township and within the text of the ordinance and limits set that are compatible with those levels.

13. **Shoreline Protection** – Will be addressed by the end of November in conjunction with item #7 Accessory Buildings.

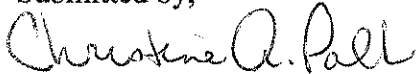
The meeting was adjourned at 6:50 p.m.

These minutes are a preliminary draft until final approval.

The meeting minutes were taken by Commissioner Phillips.

The meeting minutes were transcribed by the Recording Secretary.

Submitted by,



Christine A. Polk
Recording Secretary

Vicinia Phillips
Planning Commissioner



D. Kalenauskas
PC Secretary