

**Notice of an Electronically Conducted
Regular Meeting of the Charter Township of Union
Planning Commission**

Notice is hereby given that the Charter Township of Union Planning Commission will conduct a regular meeting electronically on Tuesday, September 15, 2020 at 7:00 p.m., consistent with direction from the Governor and state and county health officials to slow the spread of the COVID-19 virus.

The Township Hall remains closed to the public, so there will be no in-person public attendance in the Township Hall Board Room (2010 S. Lincoln Rd., Mt. Pleasant, MI 48858), although some Planning Commission members and Township staff may choose to participate from this location.

All interested persons may attend and participate. The public may participate in the meeting by computer and smart phone using the following link to the electronic meeting location: <https://us02web.zoom.us/j/89751444718?pwd=MGI0Nm1XdEViR0I5VVU5dDN0NnBNUT09> (Meeting ID: "897 5144 4718" Passcode: 038923) The moderator will open public access to the electronic meeting space at 6:55 p.m.

To participate via telephone conference call, please call (312) 626-6799. Enter "897 5144 4718" and the "#" sign at the "Meeting ID" prompt. Lastly, re-enter the "#" sign again at the "Participant ID" prompt to join the meeting.

The meeting agenda, packet of materials relating to the meeting, and instructions for connecting to the meeting electronically are available on the Township's website under "Minutes and Board Packets" at <http://www.uniontownshipmi.com/>.

Questions and comments will be received during the public comment sections of the meeting. For participants accessing via computer or smartphone to indicate a desire to address the Planning Commission, please use the "Raise Your Hand" button at the bottom center of the screen. To raise your hand for telephone dial-in participants, press "star" and then the number "nine" (*9). The Chair will call on you by the last three digits of your phone number to invite any comment, at which time you will be unmuted by the meeting moderator.

If there are a large number of participants, the Chair may choose to call on individuals by name or telephone number. Please speak clearly and provide your name and address before making your comments. Please note that the meeting moderator will control the muting and unmuting of participants during public comment.

Written comments to the Planning Commission may also be delivered to the drop box at the Township Hall. Comments received prior to 3:00 p.m. on the day of the meeting will be read aloud to the Planning Commission.

Persons with disabilities needing assistance to participate should call the Township office at (989) 772-4600. Persons requiring speech or hearing assistance may contact the Township through the Michigan Relay Center at 711. A minimum of one (1) business day of advance notice will be necessary for accommodation.

Instructions to Participate in an Electronically Conducted Regular Meeting of the Charter Township of Union Planning Commission

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Raise Your Hand for Citizen Participation During the Public Comment Periods

Questions and comments will be received during the public comment sections of the meeting. For participants accessing via computer or smartphone to indicate a desire to address the Planning Commission, please **click on the "Raise Your Hand" icon** near the bottom of your screen.



Click "Lower Hand" to lower it if needed. The host will be notified that you have raised your hand. The Mute/Unmute function will be controlled by the meeting moderator.

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Do I need to download the Zoom app to access the meeting? No. Use of the Zoom app is recommended, but you will have options to "download & run Zoom" or "join from your browser" when you click on the link to join the meeting.

Can I Use Bluetooth Headset? Yes, if the Bluetooth device is compatible with the computer or mobile device that you are using.

Do I have to have a webcam to join on Zoom? While you are not required to have a webcam to join a Zoom Meeting, you will not be able to transmit video of yourself. You will continue to be able to listen and speak during public comment and view the webcam video of other participants.

Leaving the Meeting: Click the "Leave Meeting" link at the bottom right corner of the screen at any time to leave the meeting.



Planning Commission

Regular Electronic Meeting. Instructions for access will be posted and available on website (uniontownshipmi.com) home page

September 15, 2020

7:00 p.m.

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF MINUTES
- August 18, 2020
5. CORRESPONDENCE / BOARD REPORTS / PRESENTATIONS
 - A. Cody updates from Board of Trustees
 - B. Buckley updates from ZBA
 - C. Sidewalk and Pathway Prioritization Committee interested applicant presentation by Matt Mertz
6. APPROVAL OF AGENDA
7. PUBLIC COMMENT: Restricted to (3) minutes regarding items not on this agenda
8. NEW BUSINESS
 - A. **Sidewalk and Pathways Prioritization Committee appointments**
 1. **Township resident representative discussion/recruitment**
 - a. **Term ending 8/15/2021**
 - b. **Consideration of re-appointment of Jeremy MacDonald, term ending 10/17/2020**
 - B. **Master Plan implementation - discussion**
9. OTHER BUSINESS
10. EXTENDED PUBLIC COMMENT: Restricted to 5 minutes regarding any issue
11. FINAL BOARD COMMENT
12. ADJOURNMENT

Board Expiration Dates

Planning Commission Board Members (9 Members) 3 year term			
#	F Name	L Name	Expiration Date
1-BOT Representative	Lisa	Cody	11/20/2020
2-Chair	Phil	Squatrito	2/15/2023
3-Vice Chair	Ryan	Buckley	2/15/2022
4-Secretary	Alex	Fuller	2/15/2023
5-Vice Secretary	Mike	Darin	2/15/2022
6	Stan	Shingles	2/15/2021
7	vacant seat		2/15/2020
8	James	Thering Jr.	2/15/2021
9	Doug	LaBelle II	2/15/2022
Zoning Board of Appeals Members (5 Members, 2 Alternates) 3 year term			
#	F Name	L Name	Expiration Date
1- PC Rep	Ryan	Buckley	2/18/2021
2 - Chair	Andy	Theisen	12/31/2022
3 - Vice Chair	Liz	Presnell	12/31/2022
4 - Secretary	Taylor	Sheahan-Stahl	12/31/2021
5 - Vice Secretary	Judy	Lannen	12/31/2022
Alt. #1	Brandon	LaBelle	12/31/2022
Alt. #2	Jim	Engler	2/15/2021
Board of Review (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Doug	LaBelle II	12/31/2020
2	James	Thering, Jr.	12/31/2020
3	Bryan	Neyer	12/31/2020
Alt #1	Randy	Golden	1/25/2021
Citizens Task Force on Sustainability (4 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Don	Long	12/31/2020
2	Mike	Lyon	12/31/2020
3	vacant seat		12/31/2018
4-BOT Representative	vacant seat		11/20/2020
Construction Board of Appeals (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Colin	Herron	12/31/2021
2	Richard	Jakubiec	12/31/2021
3	Andy	Theisen	12/31/2021
Hannah's Bark Park Advisory Board (2 Members from Township) 2 year term			
1	Mark	Stuhldreher	12/31/2020
2	John	Dinse	12/31/2021
Chippewa River District Library Board 4 year term			
1	Ruth	Helwig	12/31/2023
2	Lynn	Laskowsky	12/31/2021



Board Expiration Dates

EDA Board Members (11 Members) 4 year term			
#	F Name	L Name	Expiration Date
1-BOT Representative	Ben	Gunning	11/20/2020
2	Thomas	Kequom	4/14/2023
3	James	Zalud	4/14/2023
4	Richard	Barz	2/13/2021
5	Robert	Bacon	1/13/2023
6	Marty	Figg	6/22/2022
7	Sarvjit	Chowdhary	1/20/2022
8	Cheryl	Hunter	6/22/2023
9	Vance	Johnson	2/13/2021
10	Michael	Smith	2/13/2021
11	David	Coyne	3/26/2022
Mid Michigan Area Cable Consortium (2 Members)			
#	F Name	L Name	Expiration Date
1	Kim	Smith	12/31/2020
2	Vacant		
Cultural and Recreational Commission (1 seat from Township) 3 year term			
#	F Name	L Name	Expiration Date
1	Robert	Sommerville	12/31/2022
Sidewalks and Pathways Prioritization Committee (2 year term)			
#	F Name	L Name	Expiration Date
1 - BOT Representative	Kimberly	Rice	11/20/2020
2 - PC Representative	Mike	Darin	8/15/2022
3-Township Resident	vacant seat		8/15/2021
4 - Township Resident	Jeremy	MacDonald	10/17/2020
5 - Member at large	Connie	Bills	8/15/2021

CHARTER TOWNSHIP OF UNION
Planning Commission
Regular - Electronic Meeting Minutes

A regular-electric meeting of the Charter Township of Union Planning Commission was held on August 18, 2020 as a virtual meeting through the Zoom meeting platform.

Meeting was called to order at 7:00 p.m.

Roll Call

Present: Buckley, Clerk Cody, Darin, Fuller, LaBelle, Shingles, Squattrito, Thering, and Webster

Others Present

Rodney Nanney, Community and Economic Development Director; Zoning Administrator, Peter Gallinat, and Administrative Assistant, Jennifer Loveberry

Approval of Minutes

Webster moved **Darin** supported the approval of the July 21, 2020 regular meeting as amended.

Vote: Ayes: 9 Nays: 0. Motion carried.

Correspondence / Reports/ Presentations

- A. Planning Commissioner's recognized Sherrie Teall's resignation letter
- B. Planning Commissioner's recognized Denise Webster's email announcing tonight (8/18/20) is her last meeting
- C. Planning Commissioner's acknowledged City of Mt. Pleasant letter
- D. Cody updates from the Board of Trustees
- E. Buckley no updates to report for the ZBA – lack of Agenda items
- F. Webster next meeting for the Sidewalk and Pathway Prioritization Committee is October 5, 2020

Approval of Agenda

Darin moved **Fuller** supported to approve the Agenda as presented. **Vote: Ayes: 9 Nays: 0. Motion Carried.**

Public Comment

Open 7:13 p.m.

No comments were offered.

Closed 7:14 p.m.

New Business

A. Master Plan implementation – discussion

Peter Gallinat presented a short history of the Master Plan's development, why it is important for the Planning Commission to be familiar with it and to reference it regularly, and ways it can be implemented. Planning Commission discussion of implementation priorities followed. The commissioners requested that a list prioritizing items from the implementation table, as noted by individual commissioners during the discussion, be compiled and to make said list a recurring

document in Planning Commission packets.

Items to include in list: housing, non-motorized plan, access management plan, capital improvements, water quality, industrial districts, and code enforcement.

B. Sidewalk and Pathways Prioritization Committee appointments

1. Planning Commission representative

Webster moved **LaBelle** supported to appoint **Darin** as the Planning Commission representative to the Sidewalk and Pathway Prioritization Committee, term expiring 8/15/2020. **Roll Call Vote: Ayes: Buckley, Clerk Cody, Darin, Fuller, LaBelle, Shingles, Squattrito, Thering, and Webster Nays: 0. Motion carried.**

2. Township resident representative discussion/recruitment

Discussion by the Planning Commission. The Chair asked staff to invite the one applicant for the resident representative member of the committee to attend the September Commission meeting.

Other Business

Extended Public Comment

Open –8:35 p.m.

No comments were offered.

Closed – 8:36 p.m.

Final Board Comment

Cody – Thanked Denise Webster and Sherrie Teall for their service serving on Township Boards and Commissions

Squattrito – Commented that he attended the cost of service study presentation and encouraged Commissioners to watch meeting <https://www.youtube.com/watch?v=6idg8eTknxQ&t=57s>

Thering, Jr. – Wished Denise Webster the best in her future endeavors

LaBelle II - Commented on City of Mt. Pleasant's Master Plan

Adjournment – Chairman Squattrito adjourned the meeting at 8:41 p.m.

APPROVED BY:

Alex Fuller - Secretary

Mike Darin – Vice Secretary

(Recorded by Jennifer Loveberry)



APPOINTMENT TO BOARDS & COMMISSIONS
OF CHARTER TOWNSHIP OF UNION
APPLICATION

Name: Matt Mertz Date: 2/21/2020
Address: 1540 S. Bamber
Phone (home) 989 317-0371 (cell) same (work) _____
Email: mmertz01@gmail.com
Occupation: RETIRED

Please State in order of preference, area(s) of interest:

- _____ Zoning Board of Appeals Must be a Union Township Resident
- _____ Board of Review Must be a Union Township Resident
- _____ Planning Commission Must be a Union Township Resident
- _____ EDA Must meet one of the following qualifications:
 - _____ Property owner in East or West DDA
 - _____ Property owner in East or West DDA
 - _____ Resident in Union Township

X OTHER *Specify Board: Sidewalk & Pathway Prioritization Committee

Please state reason(s) for interest in above board(s):

I CAN'T GET TO THE UNION TWP. HALL
USE WHEELCHAIR, NO SIDEWALKS = NO GO.

Other information that you feel would be useful in your application review (i.e., past experience, past board membership, etc. A resume is encouraged with the application):

Signature: [Handwritten Signature] Date: 2/21/2020

Rodney Nanney

From: Jeremy MacDonald <jeremy@midmichiganagency.com>
Sent: Tuesday, September 8, 2020 11:07 AM
To: Rodney Nanney
Subject: Re: Sidewalk and Pathways Prioritization Committee appointment

Hi Rodney...time sure flies, I feel like I just renewed my term for this, but would be happy to do so again for another term.

Regarding Sherrie's place, I know the board requires certain people to fill certain spots. Is she an 'at large' board member that could be replaced by a citizen living in UT? Or is she more specifically listed representing the township? I know that was something we had to consider previously.

Thank you....

On Tue, Sep 8, 2020 at 10:56 AM Rodney Nanney <RNanney@uniontownshipmi.com> wrote:

Jeremy,

-

I noticed that the end of your term of office as a sidewalks committee member is coming up next month. I hope that you will continue to serve on this committee. If you would like to continue, please send me an email reply as soon as possible this week to confirm your interest in re-appointment to serve for another term. I will pass it on to the Planning Commission – they are planning to review appointments to this committee during their regular meeting next Tuesday (there is another vacancy on the committee due to Sherrie Teall's recent resignation).

-

For our upcoming committee meeting on October 5th, the committee membership will include some new faces. In addition to any new member appointed to fill Sherrie Teall's seat, the Planning Commission took action during their August meeting to appoint Mike Darin as the Planning Commission's representative to replace the outgoing Denise Webster (who has completed her move out of the Township).

-

The October 5th committee meeting will take place as an electronic meeting via Zoom, using the same format as our meeting in June. The agenda and meeting notice and instructions for access will be sent out in the near future.

-

Regards,

-

Rodney C. Nanney, AICP

Community and Economic Development Director

MASTER PLAN IMPLEMENTATION

TO: Planning Commission **DATE:** September 8, 2020
FROM: Rodney C. Nanney, AICP, Community and Economic Development Director
ACTION REQUESTED: Discussion and evaluation of Master Plan implementation priorities.

Background Information

During your August discussion of the Master Plan’s implementation section and list of potential action plan items, the following seven topic areas were highlighted for further consideration by individual planning commissioners:

1. Housing
2. Non-motorized plan
3. Access management plan
4. Water quality
5. Industrial districts
6. Code enforcement
7. Capital improvements program

Per the Commission’s request, these topic areas and the associated action items from the Master Plan have been compiled below for further evaluation. The blank lines have been added by each action item for the Commission members to use for prioritization purposes, if desired. Where staff or other agencies have responsibility for action, a note has been added to this effect.

If you do not have a paper copy of the Master Plan and would like one, please contact me at (989) 772-4600 ext. 232, or via email at RNanney@uniontownshipmi.com. A digital (.PDF) copy can also be downloaded at: <http://www.uniontownshipmi.com/Departments/ZoningandPlanningServices.aspx> (click on the “Master Plan” link under “Downloads” on the right side of the page).

ACTION PLAN PRIORITY AREAS IDENTIFIED BY THE PLANNING COMMISSION

HOUSING

- _____ *Work with senior citizen groups such as ICCA to assess and meet the housing needs of older residents.*
- _____ *Coordinate with CMU Campus Safety to address safety concerns regarding student housing.*
- _____ *Support agencies that provide low-cost housing.*
- _____ *Conduct a housing market analysis to determine needs and whether zoning currently matches with the market demand.*
- _____ *Evaluate residential and select business districts to allow a wider variety of attached housing types.*

NON-MOTORIZED PLAN

Staff *Acquire easements where feasible for non-motorized facilities in areas where right-of-way is insufficient.*

_____ *Pursue local, state, and federal funding to continue implementation of a non-motorized transportation system, both in the right-of-way and off-road trails / pathways.*

_____ *Work with organizations and advocacy groups such as bike users, seniors, and schools to develop Safe Routes to School programs and trail organizations to identify priority needs for walking and biking.*

_____ *Work with Isabella County Transportation Commission towards increasing sidewalk connectivity within 1/4 mile of all existing and planned bus stops in the Township.*

Staff *Re-engage the Pathways Committee; encourage regular meetings to prioritize improvements to the existing sidewalk and pathways network.*

_____ *Encourage the Road Commission to support the creation of "Complete Streets" that consider the needs of vehicles, bicyclists, and pedestrians equally.*

_____ *Complete the planned pedestrian sidewalk and pathway system, especially to fill in gaps and connect neighborhoods with destinations like schools, parks, neighborhood shopping and entertainment districts, and cultural institutions.*

_____ *Support public education that promotes the personal and environmental benefits of active lifestyles. Adopt a resolution in support of Complete Streets.*

_____ *Update the inventory of sidewalks and bike lanes from the 2011 nonmotorized plan.*

_____ *Require bike racks for certain new, non-single-family developments and promote installation of bike racks at key locations.*

_____ *Require non-motorized connections between sidewalks and business entrances, transit stops, and neighborhoods.*

_____ *Require easements during site plan review where right-of-way is insufficient to provide non-motorized facilities.*

_____ *Amend sidewalk ordinance to remove waivers for sidewalks in commercial districts.*

ACCESS MANAGEMENT PLAN

_____ *Create specific access management recommendations for Bluegrass Center.*

_____ *Implement recommendations from the 2006 Access Management Plan for Pickard and Remus Roads during site plan review.*

_____ *Require cross access and shared access for driveways in commercial districts.*

_____ *Require transportation impact studies during development review to ensure walking, biking and transit facilities are as safe, convenient, and comfortable as road facilities.*

WATER QUALITY

_____ *Implement community programs that promote best practices for improving water quality.*

_____ *Promote education of proper septic drainfield maintenance to increase lifespans of systems and preserve water quality.*

CMDHD *Require more frequent septic systems inspections.*

_____ *Require vegetated buffers from all wetlands, streams, lakes, and rivers to protect water quality.*

INDUSTRIAL DISTRICTS

_____ *Revise industrial districts to permit retail, R&D, and tech-related uses to enhance growth.*

From an economic development perspective, there is a serious deficit in terms of available industrially zoned land close to the US-127 expressway with municipal utility services available. This is particularly true for larger sites that national site selectors prefer for manufacturing and research/development center projects. With that in mind, the following additional action item has been added for consideration:

_____ *Consider designation of additional areas of the Township for future industrial/business park land uses and development.*

CODE ENFORCEMENT

Staff *Continue vigilant enforcement of housing, rental, and maintenance codes.*

Staff *Add a zoning inspection to the certificate of occupancy process to ensure sites are built according to the approved site plan.*

Staff *Ensure compliance with property maintenance standards so landlords are accountable.*

Board *Strengthen consequences for code violations and encourage compliance.*

CAPITAL IMPROVEMENTS PROGRAM

Exempt *Prepare and annually update six-year capital improvements plan that coordinates with the master plan.*

The Board of Trustees previously took action, as allowed under Section 61 of the Michigan Planning Enabling Act (Public Act 33 of 2008, as amended), to exempt the Planning Commission from responsibility for the Township's capital improvements program (see Section 12 of the Planning Commission Ord. No. 2011-01).

However, the Commission still retains the responsibility under this Act to:

_____ *Review and make recommendations to the appropriate public officials regarding expansions of the Township's utility service districts, regional stormwater management improvements, expansions of the airport, bus service, and public road network, and similar public improvements in the Township.*