

BIRCH RUN TOWNSHIP PLANNING COMMISSION

ANNUAL REPORT TO TOWNSHIP BOARD

1 April 2004

Period Covered: 1 Apr 2003 - 31 Mar 2004

Membership: Al Hunter, Chairman Wyn Wilson
Jim Totten, Vice chairman Bob Scharrer
Diane Timmons, Secretary Dennis Bronner, ZBA Rep.
Jeff Putnam, Board Rep.

Meetings: Regular Meetings: 6
Special Meetings: 15
Total: 21

Activities: Public Hearings: 4
New Ordinance Workshops: 12

Permits: Special Use Permits: 2 Ponds
Temporary Permits: 1 Mobile home for aged relative

Plot Plan Review: 1 Temporary Permit (mobile home)

NOTE: The term "Zoning Ordinance draft" refers the document being worked on at the present time. It is still a "draft" and not yet an ordinance.

The New Ordinance Workshops were joint meetings of the Township Board, Zoning Board of Appeals and Planning Commission. They were called and chaired by the Planning Commission. The services of Mark Eidleson of Land Plan, Inc. were retained to assist the Township in construction of a new zoning ordinance.

Master Plan: The Master Plan was reviewed at the November regular meeting. It was noted that some amendments may be necessary when the new zoning ordinance is adopted. It was felt that a more extensive review of the Plan should be held after adoption of the new zoning ordinance.

Prior Goals: 1. Correct errors (typos, missing words, broken sentences, etc.) in the zoning ordinance.
Will be accomplished with new zoning ordinance
2. Develop new land use district for Mobile Home Parks: R-4.
Done

3. Improve circulation of public notices for meetings.
More emphasis placed on local paper
4. Consider new Sign Ordinance.
Done. Ordinance adopted.
5. Consider possibility of adopting a Noise Ordinance.
Sample ordinance reviewed; recommendation sent to Board.
6. Review procedures for applying for Special Use Permits.
New procedures contained in new zoning ordinance.
7. Improve accountability for occupancy of mobile homes by aged relatives. Done. Reporting requirement established.

Budget Considerations:

1. \$3000 for member training and supplies	3,000
2. Publications & notices	4,000
3. Regular & Special Meetings:	
5 members X \$50 = \$250 per meeting	
plus 1 @ \$60 & 1 @ \$80 = \$390	
\$390 X 6 regular meetings =	2340
" "X 10 special meetings =	3900
4. Professional Services	<u>3,500</u>
Total:	\$10,920

- New Goals:
1. Complete new zoning ordinance
 2. Provide additional training for members
 3. Update Master Plan
 4. Adopt the G.I.S. System

Special Thanks to member Dennis Bronner for getting the new Zoning Map professionally printed, and to Vice chairman James Totten for getting the new Parcel Maps.

Meeting Attendance: See attached sheet.

Submitted: 
Alan J Hunter
Chairman

BIRCH RUN TOWNSHIP PLANNING COMMISSION

Attendance Record

1Apr 03 thru 31 Mar 04

Meeting	Hunter	Totten	Putnam	Scharrer	Bronner	Timmons	Wilson
28-Apr-03	P	A	A	A	P	P	P
19-May-03	P	A	P	A	A	P	P
30-Jun-03	P	P	P	A	A	P	P
14-Jul-03	P	A	P	P	P	P	P
21-Jul-03	P	P	P	A	A	P	A
28-Jul-03	P	P	P	A	A	P	A
20-Aug-03	P	P	P	A	A	P	P
8-Sep-03	P	A	P	P	P	P	P
22-Sep-03	P	P	P	P	A	P	P
29-Sep-03	P	P	P	P	A	P	P
20-Oct-03	P	P	A	A	A	P	A
12-Nov-03	P	P	P	A	P	P	P
24-Nov-03	P	A	P	P	A	A	P
1-Dec-03	P	P	P	P	P	A	P
16-Dec-03	P	P	P	A	P	P	P
12-Jan-04	P	A	P	P	P	P	A
26-Jan-04	P	P	P	A	P	P	P
28-Jan-04	P	P	P	P	P	A	P
9-Feb-04	P	P	P	P	P	P	P
16-Feb-04	P	P	A	P	P	P	P
22-Mar-04	P	P	P	A	P	P	P
Present	21	15	18	10	12	18	17
Absent	0	6	3	11	9	3	4
% Absent	0%	29%	14%	52%	43%	14%	19%

Notes: A total of 21 meetings were held.

6 were Regular meetings

15 were Special meetings

1 was to review the new sign ordinance

2 were for ponds

2 were for zoning map

10 were joint mtgs

