

# PLANNING COMMISSION MEETING MINUTES

## CITY OF GRANT

March 19, 2012

**Present:** Terry Derosier, Loren Sederstrom, Becky Siekmeier, Bob Tufty, Larry Lanoux, Bill David and Mark Wojcik

**Absent:** None

**Staff Present:** City Clerk, Kim Points

1. **CALL TO ORDER**

Vice Chair Siekmeier called the meeting to order at 7:03 p.m.

2. **PLEDGE OF ALLEGIANCE**

3. **OATH OF OFFICE, LARRY LANOUX AND BILL DAVID**

4. **APPROVAL OF AGENDA**

**MOTION by Commissioner Sederstrom to add Item 6D, Review of Grading Policy. Commissioner Wojcik seconded the motion. MOTION carried unanimously.**

**MOTION by Commissioner Wojcik to add item 6E, Job Descriptions for Elected Officials and all City Appointments. Commissioner Sederstrom seconded the motion. MOTION carried unanimously.**

**MOTION by Commissioner David to add item 6F, Adoption of Resolution Relating to Complaints. Commissioner Lanoux seconded the motion. MOTION carried unanimously.**

**MOTION by Commissioner Lanoux to add item 6G, Adoption of Policy Encouraging Citizen Participation. Commissioner Sederstrom seconded the motion. MOTION carried unanimously.**

**MOTION by Commissioner Derosier to approve the agenda as amended. Vice Chair Siekmeier seconded the motion. MOTION carried unanimously.**

5. **APPROVAL OF SEPTEMBER 19, 2011, MEETING MINUTES**

**MOTION made by Commissioner Sederstrom to approve the September 19, 2011 minutes, as presented. Commissioner Wojcik seconded the motion. MOTION carried with Commissioners Siekmeier, Tufty, Lanoux and David abstaining.**

6. **NEW BUSINESS**

**A. Election of Chair and Vice Chair – Vice Chair Siekmeier asked for nominations for Chair and Vice Chair.**

**MOTION by Commissioner Sederstrom to nominate Commissioner Derosier for Planning Commission Chairman. Commissioner Wojcik seconded the motion. MOTION carried unanimously.**

**MOTION by Commissioner Lanoux to nominate Commissioner Wojcik for Planning Commission Vice Chairman. Commissioner David seconded the motion. MOTION carried unanimously.**

**B. Appointments/Volunteers** – The following appointments were made by the Planning Commission:

Oak Wilt – Commissioner David

Weed Inspector – Chair Derosier

Browns Creek Watershed District – Vice Chair Wojcik

Valley Branch Watershed District – Commissioner Lanoux

Rice Creek Watershed District – Commissioner Tufty

Carnelian-Marine Watershed District – Commissioner Tufty

**C. Draft Letter to City Council regarding Planning Commission Topics of Discussion** – Commissioner Siekmeier suggested the Planning Commission write and send a letter to the City Council requesting from them a list of items they would like the Commission to address.

Commissioner Wojcik stated it would be beneficial for the Commission to address some of the City issues.

Chair Derosier advised he would draft a letter to the Council with help from the Commission.

Commissioner Wojcik stated it was good the Commission had a meeting this evening. There was discussion regarding staff time with the meeting. One way to eliminate costs is for the City Clerk to not attend Commission meetings.

Commissioner Siekmeier advised the Commission can elect a secretary to take minutes in the absence of the Clerk as well as volunteered to be the secretary on an as needed basis.

**MOTION by Commissioner Siekmeier to draft a letter to the City Council to include the request of items the Council wishes the Commission to address, as well as other items identified throughout the meeting. Commissioner Sederstrom seconded the motion. MOTION carried unanimously.**

**MOTION by Commissioner Sederstrom to accept Commissioner Siekmeier as a volunteer secretary for the Commission. Commissioner David seconded the motion. MOTION carried unanimously.**

**D. Grading Policy** – Commissioner Sederstrom stated he wanted to initiate a discussion relating to grading fees. May Township have a minor and major grading permit fee.

The minor grading permit fee is \$50 and is issued by the Building Inspector. The City currently has a fee of \$300 and a \$3000 escrow.

Commissioner Lanoux stated WSB, the City's Engineering consultant, is a good firm and they have recommended the current fees due to wetland and drainage issues. He stated he believes the City should rely on WSB relating to this issue.

**MOTION by Commissioner Sederstrom to have further discussion regarding grading permit fees and make a recommendation to the City Council. Commissioner Lanoux seconded the motion.**

Commissioner Sederstrom suggested the City have a minor grading permit fee of \$50, for 50 cubic yards, to be issued by the Building inspector. Major grading permits can be issued by the City Engineer and the City Engineer can establish an escrow based on the project.

The Commission determined the grading permit issue will be discussed further at the April Planning Commission meeting.

Commissioner Wojcik stated that if the grading permit fees are already on the Council agenda, the Commission may be too late to make a recommendation. He noted it will take a few months to get in sync with the Council.

**Chair Derosier make a friendly amendment to the motion to include that consideration is given to a major, minor, location of wetlands, non-need permit for driveways, maintenance, issuance of minor by building inspector, certified engineer issuing major permits and discretion to establish escrows. Commissioner Sederstrom agreed to the friendly amendment. MOTION carried unanimously.**

- E. Job Descriptions for Elected Officials and all City Appointments** – Chair Derosier requested clarification regarding this item in regard to a motion or open discussion.

**MOTION by Commissioner Wojcik for the Planning Commission to play an active role in reviewing City job descriptions and presenting the most appropriate ones to the City Council. Commissioner Sederstrom seconded the motion.**

Commissioner Lanoux suggested a list of current job descriptions be included in the next packet.

Commissioner Sederstrom stated the entire City appointment list should be included.

**MOTION carried unanimously.**

- F. Adoption of Resolution Relating to Complaints** – Commissioner David stated he would like to have an open discussion regarding the current complaint policy. He advised the current policy includes a complaint is submitted to the City Clerk and then it goes to the City Attorney to send a letter out. The policy should state the property owner involved in the complaint should be called first.

**MOTION by Commissioner Siekmeier to review the nuisance ordinance and review the City's complaint process. Commissioner Sederstrom seconded the motion. MOTION carried unanimously.**

- G. Adoption of Policy Encouraging Citizen Participation** – Commissioner Lanoux stated he believes the City should have a policy that the City Council encourages citizen participation. He stated at the last Council meeting, the GRP volunteered to work on the dry hydrant but got no direction from the City Council. The City's clean-up day is not posted on the website. He stated he would like the City Council to encourage citizen participation.

Commissioner David noted the calendar on the website is still not correct.

**MOTION by Commissioner Lanoux to have the City Council encourage citizen participation especially in cases that it benefits the whole community. Commissioner Sederstrom seconded the motion. MOTION carried unanimously.**

Commissioner Tufty suggested the GRP work with the Council Member that is in charge of the dry hydrant.

It was the consensus of the Planning Commission that a letter would be drafted to the City Council outlining items in which the Planning Commission would like to work on that includes monthly PC meetings, utilizing their own member for a secretary, review of the grading policy, review of all job descriptions for staff and volunteers, review the complaint and nuisance communications, promotion of active citizen participation, make list of updates for the Grant website and schedule a joint work session with the City Council.

**7. OLD BUSINESS**

There was no old business to discuss.

**8. NEXT PLANNING COMMISSION MEETING**

The next Planning Commission Meeting is scheduled for Monday, April 16, 2012, 7:00 p.m.

Mr. Bob Englehart, 9820 Joliet Avenue, came forward and stated Council Member Huber and Potter were going to work on a road referendum. He stated he has not heard anything about it and suggested the Planning Commission work on that.

Mr. Wally Anderson, 98<sup>th</sup> Street, came forward and stated it was a good meeting and very productive.

**9. ADJOURNMENT**

**MOTION by Commissioner Wojcik to adjourn the meeting at 8:36 p.m. Commissioner Lanoux seconded the motion. MOTION carried unanimously.**

Respectfully submitted,

Kim Points  
City Clerk

APPROVED