

BLAIR TOWNSHIP PLANNING COMMISSION  
Proposed Minutes  
February 15, 2017

A. CALL TO ORDER

Chairman Heim called the meeting of the Blair Township Planning Commission at 6:00 pm.

B. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

C. ROLL CALL

Members Present: Dennis Fitzpatrick, Lori Labonte, George Lombard, Lori Trailer, and Jerry Heim, Chairman , Andy Nickerson.

Members Excused:

Members Absent: Bob Boeve

Staff Present: Lindsey Wolf, Zoning Administrator, and Karen McIntyre, Recording Secretary

D. APPROVAL OF AGENDA

Fitzpatrick requested that the first Public Comment be moved to following New Business.

**Motion** by Fitzpatrick, supported by Trailer to approve the Agenda as amended. **Approved** unanimously.

E. DECLARATION OF CONFLICT OF INTEREST

None stated.

F. MINUTES

**Motion** by Fitzpatrick, supported by Trailer to approve the minutes of the December 20, 2016 Blair Township Planning Commission meeting as amended. **Approved** unanimously.

G. CORRESPONDENCE

Zoning Administrator, Wolf indicated that some verbal communication had been received relative to the Public Hearing, however no formal or written correspondence was received.

H. PRESENTATIONS

None.

I. UNFINISHED BUSINESS

Zoning Administrator, Wolf reported that staff had not yet received the Condominium documents from the developer of the Woodbury Estates Site Condominium, but that Site Plans including necessary changes had been received and given to Chairman Heim for signature as was required at the December 20, 2016 Planning Commission meeting.

## J. NEW BUSINESS

### 1. PUBLIC HEARING – SPECIAL USE/SITE PLAN REVIEW:

Chairman Heim outlined the process being, presentation by the applicant followed by presentation from staff, commissioner questions, public comment, applicant rebuttal, if necessary, concluding with action.

Chairman Heim opened the Public Hearing at 6:09 p.m.

John Oleo (sp) gave a presentation outlining the proposal by the applicant, Archland Property, II to amend a previously approved special use/site plan review to renovate the exterior of McDonalds to include a second drive through ordering position.

Discussion:

Applicant outlined plans and indicated that some interior remodeling would take place as well as the additional drive through ordering position.

Zoning Administrator Wolf specified, that as indicated in the staff report, additional lighting must be directed downward and confined to the ground area; changes in signage would need approval; relative to landscaping changes, at least 7 trees must be left in place.

Public Comment: The following citizens addressed the board:

**Michelle Cramer;** Commented concerning the exterior changes proposed, the need for a more permanent fence.

Applicant indicated that they would not be opposed to erecting a permanent fence.

Zoning Administrator Wolf stated that as per section 1605 d. (of zoning ordinance), the Planning Commission has the option of requiring a more permanent fence be constructed.

Chairman Heim closed the Public Hearing at 6:35 p.m.

The Commission and staff discussed the proposed amendments presented, and addressed concerns concerning the addition of a fence according to the requirements, as discussed. The Commission considered the standards for approval. **Motion** by Fitzpatrick, supported by Lombard to recommend to the Blair Township Board to approve case #17-01-01 as presented as it meets the standards for approval under Special Use section 21.04 as outlined, contingent upon the inclusion of a 6' fence constructed of solid material, as stated in section 16.05 section d.

**Roll Call Vote.**

Yay: Traylor, Lombard, LaBonte, Nickerson, Fitzpatrick, Heim.

Nay:

**Motion approved.**

The Commission and staff discussed the proposed Site Plan, and Chairman Heim noted the mention of parking lot access to neighboring businesses; although not required, is recommended when possible.

The Commission considered the standards for approval. **Motion** by Lombard, supported by Fitzpatrick to recommend to the Blair Township Board to approve case #17-01-01 as presented, including staff recommendations, as it meets the standards for approval in section 21.03 items 1-11, contingent upon the approval of the Special Use by the Blair Township Board.

**Roll Call Vote.**

Yay: Trailer, Lombard, LaBonte, Nickerson, Fitzpatrick, Heim.

Nay:

**Motion approved.**

**APPOINTMENT OF VICE CHAIR:**

Chairman Heim introduced and welcomed Andy Nickerson, new Planning Commissioner.

Chairman Heim called for nominations for Vice Chair. **Motion** by Fitzpatrick, supported by Trailer to nominate George Lombard as Vice Chair. **Approved** unanimously.

**PUBLIC COMMENT:**

The following people made comment:

**Dan DeVau**n; Master Plan; praise for Planning Commission.

**Tracy Campbell**, Treasurer; Master Plan; Upcoming events.

**Jerry Lown**; Master Plan, Woodbury Estates.

**A. REPORTS**

**1. Zoning Administrator:**

Zoning Administrator Wolf reported that staff had made application for a \$19,500 grant for a community garden; noted that trail expansion was proposed; reminded board members that a board training session would be held on March 21 at Networks Northwest and that staff would register any board members wishing to attend.

**2. Town Board Representative:**

Fitzpatrick reported that the Board of Trustees had discussed the Master Plan, that there were approximately 25 citizens that spoke during Public Comment; there is a new Blair Township Parks and Recreation Commission; the Fire Fighter position had been filled, and the contract had been executed between Blair and Grant Townships.

**3. Zoning Board of Appeals:**

None.

**4. Trails:**

Fitzpatrick indicated that there was nothing new to report due to the status of the Master Plan.

Zoning Administrator Wolf reported that the Regional Trail Meeting is scheduled for Tuesday, March 7 and that staff would forward details to Commission members via email.

B. OTHER BUSINESS

None.

C. PUBLIC INPUT – none

**Carl Kucera**, Blair Township Trustee; commented relative to MTA survey.

D. ADJOURNMENT

**Motion** by Lombard, supported by LaBonte to adjourn. Meeting adjourned at 7:40 p.m.

Respectfully submitted,  
Karen McIntyre, Recording Secretary