

**Florence Township Planning Commission
Minutes - January 10th, 2022**

Present: Ed Hruska/Interim Chairman

Kristen Eide-Tollefson Secretary

Board Members present: Bill Bruce

Ryan Langhans Ben Boege-Board Supervisor

Heidi Hartzell Liaison

Absent Board Members:

Call to Order 6:06

- Pledge of Allegiance
- Review and Approval of December Minutes (with minor edits integrated in this document)
- Bill moves, Ryan seconds
- Open comment period
 - Request for update on STR ordinance, when will it be available for public review.

Zoning Reviews of Permits

Preliminary Reviews or Inquiries / Violations

St. Huberts. jwddvolin@mac.com They are looking to replace some windows, will not replace windows at the front of the house. This is for weather and appearance. Want to replace french windows - with wavy glass, clear on the bottom. This is handblown glass, a matter of historic materials concern. Kristen will send information on windows. They will go to HPC this month.

Inquiries: Larry Huneke – permit for addition - has to go through the county for next steps (?)

Violations: No action (ask Board for update?)

MSA Update -

Regarding MSA outline of information needed for inquiries for permits.
PC suggestions/request:

- If not already on the site, put the 5 essential points of information on the website
- Request from the public is to create a FAQ sheet for permits with clear contact points.
- Remember, all communication and inquiries go to florencezoning@gmail.com

New Business

- Review and discussion of by-laws, proposed amendments and existing member regulations. We went through the bylaws and discussed the Ordinance Subcommittee recommendations, as they might be applied to our governing documents. We will

start with bylaws. PC directed Kristen to do an initial redraft for review by the PC in February. Ben reminded the PC that they should consider, not contradict the Ordinance language. Kristen pointed out that there are still some policy decisions regarding the subcommittee recommendations that need to be made by the Board. Cathy Kouchich was on hand

- Florence township Zoning Administration duties

The PC reviewed Kate's latest set of instructions to fill the gap. Heidi might be interested in doing some aspect of the liaison duties, as they relate to her real estate transaction experience.

- MSA Handbook

The PC reviewed the MSA Handbook handout that Ed included in the packet. Found it helpful. We do have permission to print copies. The majority of members would prefer to have an electronic packet. Kristen and Heidi prefer hardcopy. Kristen will work on this.

Old Business

- (Removing Earle Almquist/Duane Groth rezone per Kate)
- Short Term Rentals (STR) - Ben will notify Mike that an update is needed. Public is concerned.
- Conflict of interest advice from township attorney

Ed provided a full packet to the PC of his communications with MAT, including letters from citizens regarding this concern which he also sent. Because the STR has not yet come before the PC for action, the general understanding is that it is premature to engage with the matter. The MAT attorney may not have had all the information needed to make a determination, as he noted. Ed reminded all that this is not something that the PC can vote on. It is up to the member to recuse themselves. Heidi would like a legal advisory from the township attorney. Kristen pointed out that this is also a public confidence issue.

Other Business - Electronic Drop Box centralization of documentation @20.00/mo. This capability may be able to be added to the website. Updates may need to be made to the website to see what Jody thinks might be possible using the website. Using google docs at the Florence zoning gmail may also be a possibility.

Budget and billing questions/concerns:

- PC expressed concerns about a blanket escrow requirement of 2500.00. It is unclear why and when this should be applied.
- Ben stated that the PC can recommend escrow amounts to the board.

- MSA billing has not been shared with the PC, either by MSA or the board. We need to see the bills. Request that this be addressed at the board meeting. The most direct route would be for the chair to be copied by MSA when the bill is sent to the township. Then any questions can go to the board the next week. The board is the contracting agent for the township.
- Question about how the 1000/mo is applied. Is this a blanket retainer. Is actual time billed figured against this amount every month, with the balance carried over? Or is billing on top of this amount?
- How is the tracking of escrows, and returning funds working with the treasurer? (He keeps separate line items)

Action items:

Bill will look at the website and work with Jody on improvements or updates. Kristen
and Ed will get the minutes up on the website. FAQs - ask Kate.

Adjournment 7:18