

**Sandstone Township Planning Commission Regular Meeting  
Wednesday, November 1, 2023**

Call to Order – 6:00pm called to order

Roll Call – Inosencio, Crisenbery, Cantrell, Goodrich, and Donahue all PRESENT

Agenda Approval – Approved

Prior Minutes Approval - Approved

Public Comment - NONE

Public Hearings - NONE

Report from Crisenbery to Planning Commission on Board actions (Wind, Solar, Private Roads, etc)

**Update from Chris on Township Board Meeting:** Burr Oak on hold with Pavilion, township did not want to add to agenda at most recent meeting. Wimbledon Ct private road exception called into question and asked to bring road up to compliance when updates/changes made or houses are added. Owner is authorized to add a home due to frontage on Dearing Rd. Lots on the private road are not developed, most are developed. Will need to add section to discuss existing non-conforming private roads. Electrical inspector Mary Riske has retired, replacement pending vote between two candidates. A brief discussion of recent issues with the fire board and fire chief ensued. Wind and solar ordinance and private road ordinance were both approved.

**Old Business:**

- Presentation of minimum design standard suggestions for zones C-1 and C-2 by Cantrell
  - Minimum design standards for building and materials
  - Examples provided from city of Jackson
  - Chris and Nikki to do some additional research to find reasonable benchmarks to be presented in January to the planning commission
  - Seeking something less extensive than Jackson or Chelsea but will provide a reasonable minimum standard that protects the township
  
- Presentation of Landscape standards by Crisenbery, compiled by Cantrell from
  - Screening requirements and landscaping, dumpster screening
  - Seeking something less extensive than Jackson or Chelsea but will provide a reasonable minimum standard
  - Emphasis on native species is encouraged by the group to ensure longevity
  - Flexibility of species selection within that guideline that avoids invasive species
  - Irrigation requirements – recommended with the exception of lawns
  - Marshall noted as a positive example, Chris to research
  
- Crisenbery's recommendation, to be provided electronically and on paper for members
  - Chris to do some research to find reasonable benchmarks to be presented in January to the planning commission (Marshall)

**New Business:**

- Meeting dates for 2024, proposed to be held before Township board meeting to improve efficiency. Board meets 2<sup>nd</sup> Monday of every month.
  - The group recommends: Jan 2<sup>nd</sup>, Mar 5<sup>th</sup>, May 7<sup>th</sup>, June 24<sup>th</sup>, Aug 27<sup>th</sup>, Oct 22<sup>nd</sup>
  - Special meeting if needed in late Nov or Dec 2024.
  
- Site plan review fees – group agrees to a valuation-based fee structure similar to that of the Southwest Michigan Building Authority. Nikki to edit and Chris to make it as a recommendation to the board. Chris makes motion to present to board, group approves.
  
- Begin review of private road ordinance
  - Blaine provides example from his private road regarding standards required when houses are added or major changes are made.
  - Blain and Chris propose to review in detail, date to be determined
  - Will need to provide language that addresses EXISTING private roads
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- Cantrell would like the commission to review draft of Conditional Use Approval Process document. Cantrell would like to create a process document for each of the main functions of the commission for improved efficiency for residents and improved communication between boards. The process / workflow / SOP document was reviewed thoroughly. Rezoning and PUD, and site condo and conditional use and plotted subdivision should have a similar document to clarify processes. Group notes that process flowcharts will be pursued. Nikki to draft and present.
  
- 2024 reappointment of planning commission members to be reviewed by the board

Adjournment – at 7:17pm