

Centerville Township Planning Commission Update Report | August 2024

- **Zoning Ordinance Updates**
 - Since the last township board meeting in July the PC held a special meeting on July 11 and a regular meeting on August 5. Public comment continued to come in and PC considered it as discussions and draft refinements continued.
 - At the Aug 5 regular meeting the three commissioners in attendance walked through open feedback items from the public and at the end of the meeting voted to move the draft amendments forward in the review process, concluding the PC-led portion of the process.
 - This was an important milestone and the process is moving forward. It is important to acknowledge though that not all public comment was ultimately included in the draft submitted for review and some members of the public expressed frustration that their positions were not reflected. This feedback and additional public comment received at all meetings should inform future revisions to be made as any Zoning Ordinance is expected to evolve over time and is never truly “finished” or “complete.”
 - The next step will be for our Zoning Administrator/Planner, Chris Grobbel to prepare ZO amendment mark-up and clean copies and submit them for review by Township counsel and by County Planning department. The PC will likely hold a special meeting in the back half of September as a working session to respond to feedback from these two bodies as we do not have a regular meeting next month due to the Labor Day holiday.
 - The subsequent step will be for the township board to review the proposed amendments and ultimately make a decision on how to proceed.
- **Site Plan Moratorium**
 - The PC continues to make best efforts to move the ZO review process along and in addition to the near dozen regular and special meetings held in January, February, March, and April working on the revisions, we have continued efforts in 3 additional special meetings and 1 regular meeting since the public hearing in early June.
 - The original moratorium was set to expire June 30 and was extended to August 31 to accommodate additional time needed. Unfortunately, due to the volume of public input and some very complex issues related to Agricultural-Related Enterprises (Ag Tourism) and Waterfront Overlay District, plus the multi-body reviews beyond the PC outlined above, we will not be able to complete the work by August 31.
 - At the Aug 5 regular meeting of the PC the commissioners in attendance voted unanimously to request an extension of the moratorium through October 31, 2024. It is our hope that reviews by Legal and County Planning can be completed in August, final review by PC in Sep, and submission to the Township Board for consideration in October.
- **Aligning Policies, Roles, & Responsibilities of Zoning Administrator and Township Planner**
 - The proposed amendments to PC Bylaws to bring clarity and consistency to the township staff roles of Zoning Administrator (held by Tim Cypher) and Zoning Administrator/Township Planner (Chris Grobbel) were presented at the August 5th PC regular meeting and unanimously approved by the commissioners in attendance. The

amended bylaws will be posted to the township website once Aug meeting minutes are approved at the next PC regular meeting which is scheduled for Monday, October 7

- **Township Master Plan**
 - Once the ZO ordinance review process is complete the PC anticipates needing to conduct a review of the Township Master Plan in addition to reviewing incoming special land use and site plan reviews. Beginning the process of reviewing the master plan will require a directive from the Township Board as there are budget implications due to additional scope of work and support required from our ZA/Township Planner. Chris Grobbel has shared that we should expect a 6-7 month process as there are several sections that need to be improved or added and we need to take a look at the township goals and objectives.
- **Planning Commissioner Terms**
 - Per our township's Planning Commission Enabling Ordinance, "(m)embers shall be appointed for staggered three-year terms that end on Dec 31." However, with significant PC turnover during the last 12-18 months we now have a majority of commissioners with terms ending on Dec 31, 2024.
 - This issue was raised at the Aug 5 regular meeting of the PC and I requested the Vice Chair to inform the Chair (who was absent for health reasons) to determine a course of action to remedy this and return the PC to a team comprised of staggered terms. We have a very strong and collaborative team in place and I would anticipate that the board will be asked to consider multiple appointments later this year varying from 1 to 3 years.

Disclaimer: this is a summary report of updates from the planning commission to the township board and was prepared in advance to allow for better preparation and enable more informed discussion on any questions or concerns that arise. This is not meant to be a comprehensive list of all the work being done by the PC or to replace the official records which are codified in approved meeting minutes posted to the township website.

Respectfully prepared and submitted,

Joe Mosher

Centerville Township Board Trustee

Centerville Township Planning Commission Board Representative