

KMCPC Members:
Neil Sikora, Chair
Joseph Hohler III, Vice-Chair
Steven Cook, Secretary
John Gisler, Commissioner Liaison
Virgie Ammerman
Joel Amos
Vince Carahaly
Martin Janssen
Heather Ricketts
Jon Start
Vacancy

Minutes

Kalamazoo Metropolitan County Planning Commission (KMCPC) Meeting of Thursday, December 3, 2015

MEMBERS PRESENT: Virgie Ammerman, Vince Carahaly, Steve Cook, Joseph Hohler III, Martin Janssen, Neil Sikora, Heather Ricketts
MEMBERS EXCUSED: Joel Amos, John Gisler, Jon Start
OTHERS PRESENT: Lotta Jarnefelt, Director of County Planning Dept.

I. Call to Order

Chair Sikora called the meeting to order at 7:00 pm in Room 207A at the Kalamazoo County Administration Building at 201 W. Kalamazoo Ave, Kalamazoo MI 49007.

II. Approval of Minutes

The Commission reviewed the minutes of the last regular meeting held on November 5, 2015. On a motion made by Mr. Cook and seconded by Mr. Hohler, the Commission approved the minutes.

III. Citizens' time

No citizens were present.

IV. New Business

1. Presentation by Mr. Carahaly as part of requirement for Citizen Planner credentials. As background information, Mr. Carahaly described the Citizen Planning webinars that he attended in Texas Township. They were arranged by MSU Extension and consisted of 7 weeks of weekly 3 hour sessions for a total of 21 hours of training. In order to receive Citizen Planner Credentials, Mr. Carahaly has to take a test and give a presentation to a public body on one of the topics covered in the training.

Mr. Carahaly gave a presentation titled "Master Plan – Purpose and Elements." Hand-outs were provided, which are made part of these minutes. The role of a County Master Plan was highlighted as a document that deals with issues that are supported by data and that can be addressed with land use planning. A Master Plan should include three parts: a fact book with all supporting data, the plan itself, and a summary. A question and answer period followed the presentation. The presentation was timely and well received as the County is starting to work on a Master Plan.

2. Acknowledge Herman Smith's service to the County:
In light of Herman Smith's resignation from the KMCPC, there was a discussion about how to acknowledge his long service to KMCPC (since 1998)

Ms. Ricketts made a motion, seconded by Mr. Cook, to recognize Mr. Herman Smith at the next KMCPC meeting, and also to make a recommendation that the County Board recognize him for his long service. Motion carried.

V. Other Business/Discussion

1. KMCPC letter of recommendations to municipalities.
As requested in the November KMCPC meeting, Ms. Jarnefelt included copies of letters that have been sent out to municipalities as a result of KMCPC recommendations regarding PA116 applications and Master Plans. Going forward, a copy of the letters that have been sent to the municipalities will be provided in the following KMCPC meeting packets.

There was discussion regarding how the KMCPC can relay information about the local municipalities' master plans and what KMCPC would like to see in them before the plans are in their final stages and feedback has limited impact as the document is more or less done at that point. Some suggestions were to provide a list of items that make a successful plan or communicate best practices for a plan at the time when the KMCPC receives the initial Notice of Intent to create (or amend) a Master Plan.

2. Starting preparations for the County Master Plan.
There was general discussion about what the next steps will be for the County Master Plan. Ms. Jarnefelt was asked to send out an email to ask for persons interested in being on a Master Plan subcommittee to sign up. Mr. Carahaly and Ms. Ricketts expressed interest in being on the committee. Ms. Jarnefelt will also contact SMPC/Lee Adams for initial ideas about how to proceed and what role SMPC may play in the process.

VI. Report from Parks Commission liaison Ms. Ammerman:

Ms. Ammerman reported from the Parks Commission meeting. The main topics were relocating the horse area and grants related to the project, the finances of the Park Foundation, and the future plans for Bronson Park (currently owned by the County but operated and maintained by the City of Kalamazoo).

VII. Correspondence

None

VIII. Other

The 2016 KMCPC meeting schedule was provided at the meeting. It will also be sent out in an email. Mr. Hohler made a motion to approve the 2016 meeting schedule, supported by Ms. Ricketts, motion carried.

IX. Adjournment

The meeting was adjourned at 8:20 pm.

Respectfully submitted by L. Jarnefelt with support from Mr. Adams.
Next scheduled KMCPC Meeting is Thursday, January 7, 2016.