

MINUTES OF THE COOPER CHARTER TOWNSHIP
PLANNING COMMISSION HELD ON TUESDAY, JULY 14, 2015

The meeting of the Planning Commission of Cooper Charter Township was held on Tuesday, July 14, 2015, at the Cooper Charter Township Hall, 1590 West D. Avenue, Kalamazoo, Michigan.

Members Present: Asselmeier, Boekhoven, Corke, Frederick, Janssen, Reynolds, Stehouwer.

Members Absent:

Also Present: Jeff Sorensen, Supervisor; Michael Homier of Foster, Swift, Collins & Smith, attorneys for Cooper Charter Township; Russ Wicklund, Township Planning Consultant.

Chairman Asselmeier called the meeting to order at 7:00 p.m.

Agenda Item

A motion to accept the Agenda was made by Comm. Janssen and supported by Comm. Corke. Motion carried 7-0.

Review and Approval of Minutes

A motion to approve the Minutes of the June 9, 2015, meeting was made by Comm. Reynolds, supported by Comm. Boekhoven. Motion carried 7-0.

Citizen Comment

None.

Master Land Use Discussion

Comm. Reynolds discussed and presented the "Get the Word Out" survey and presented a packet to the Commissioners with a breakdown of residences and businesses who should receive the survey.

Supervisor Sorensen stated he would like the notification of the upcoming survey to be sent separately from the tax bills.

Chairman Asselmeier stated he had also conducted a survey of four townships who are also updating their master plans and how they handled the surveys. Three of the four townships conducted an on-line survey only. The fourth township, due to limited internet access, mailed surveys to residents. The townships felt that the on-line surveys were better because there was better participation and the results were easy to tabulate. Initially, they sent post cards to the households and businesses directing them to the website, they used existing signs within the township (churches, township hall, libraries) to spread the word, they held informational meetings at the township halls, hard copies of the surveys were set out at the township halls and libraries and library staff were trained to help citizens who wanted to complete the survey to do so on library computers.

Supervisor Sorensen stated that there are citizens within the township who do not have access to the internet. Therefore, it is imperative that they be directed to a location where the survey can be obtained.

Comm. Frederick stated he was comfortable with getting the word out by social media with hard copies available at the township offices.

There was a general discussion about the timing of the survey. A citizen asked whether the survey was directed to just the household or could each member of the household fill out the survey, to which it was determined that each member of the household could complete the survey.

The Commissioners agreed that various media within which to get the word out should include the township newsletter, website, postcards, social media, telephone and existing signs. Commission Corke stated he would prefer not using the telephone as a source of getting the word out. Some of the other Commissioners stated they had no problem with making phone calls, especially to businesses.

Comm. Boekhoven and Comm. Janssen stated they are satisfied with the progress made so far.

A motion to accept the communication strategy as discussed was made by Comm. Reynolds, supported by Comm. Corke. Motion passed 7-0.

The Planning Commission discussed having a joint meeting in August with the Township Board to discuss survey issues and getting input from the public. Each PC member was asked to prepare 10 questions for the survey and bring them to the August PC meeting. The Board will be asked to submit any questions they have before the August PC meeting. The Township staff will be asked to contact businesses, churches and libraries to ask them to post on their existing signs a reminder to fill out the survey. The time period to post the message would be from November 1, 2015 to December 31, 2015.

It was agreed that the PC would like to see surveys from other townships, determine the method of serving the surveys, and the percentage of participation.

New Business

None.

Old Business

None.

Adjournment

A motion to adjourn the meeting was made by Comm. Janssen, supported by Comm. Corke. Motion carried 7-0.