

**CALL TO ORDER**

The regular April 25, 2012 meeting of the Buchanan Township Planning Commission was called to order by Chairman Stephanie Wagner-Hemminger at 7:03 pm.

Members Present: Janet Dehring, Timothy Gray, Stephanie Wagner-Hemminger (Chair), and Dennis Wentworth.

Members Absent: Kim Moyer, Thomas Pressey, and Kimberly Scarpone.

Others Present: Dennis Gaul, Facilities Manager, Life Action Ministries; Planner Jay Kilpatrick, Williams & Works; one (1) township resident; no members of the press; Buchanan Township Building Official Chris Fuchs; Buchanan Township Ordinance Officer Joseph Kring; and Recording Secretary Cathy Ganus.

**PLEDGE OF ALLEGIANCE**

The *Pledge of Allegiance* was recited by those in attendance.

**ADDITIONS / CHANGES TO AGENDA**

None.

**APPROVAL OF MINUTES**

**Motion by Wagner-Hemminger, second by Gray to approve the minutes of the August 31, 2011 regular meeting as presented. Voice vote showed unanimous approval, motion carried (4-0).**

**BRIEF PUBLIC COMMENT – AGENDA ITEMS**

None.

**CORRESPONDENCE**

None.

**NEW BUSINESS**

*Life Action Ministries Master Plan Revision (SLUP)*

Planner Jay Kilpatrick from Williams & Works provided his staff review on the proposed revisions to the master plan and phasing plan associated with the previously approved Special Land Use for the existing Life Action Ministries facility. The request is consistent with the terms of approval of the original Special Land Use which incorporated a master plan for the entire facility and a phasing plan for its development. Together these documents constitute the project site plan and both were understood to be subject to adjustment. With this submittal, the applicant seeks to further refine the plan. It should be noted that the nature of the special land use (Life Action Ministries' facility) is not changed and there is no need to amend the special land use approval.

The revised Life Action Ministries master plan (latest revision date of March 24, 2012) would replace the previously approved plan (last revised August 1, 2010). The new master plan is adjusted to reflect the former 'bike barn' as a 'suite' located opposite the lodge/dining facility in the northwestern portion of the site. In all other respects, the master plan incorporates previously approved changes and adjustments. Those include

**NEW BUSINESS (continued)**

*Life Action Ministries Master Plan Revision (SLUP) (continued)*

the addition of a new staff housing unit at 1824 Elm Valley Road and the expansion of an existing staff house located near the south entrance, which was approved in August, 2010. Also reflected on the updated master plan is cabin one located at Edward and Asbury approved in March, 2009. The phasing plan dated March 24, 2012 incorporates this change as well.

The existing 'bike barn' is described as currently being used for the storage and maintenance of bicycles which are rented to guests. The building would be remodeled with drywall, insulation, new entry doors, and HVAC equipment. The documents do not indicate where the bike storage and maintenance activity would be moved to. However, the Master Plan designates two (2) existing buildings for storage at the southern end of the facility near the maintenance facility.

Kilpatrick's recommendation would be to recommend approval of the revised Life Action master plan and phasing plan (last revised March 24, 2012) to convert the former "bike barn" to a meeting and training suite.

**Motion by Dehring, second by Wentworth, to recommend to the Buchanan Township Board of Trustees the approval of the revised Life Action Ministries master plan and phasing plan last revised and dated March 24, 2012 to convert the former 'bike barn' to a meeting / training suite. Roll call vote showed unanimous approval, motion carried (4-0).**

*New Planning Commission Members*

Wagner-Hemminger introduced new Planning Commission members Janet Dehring and Timothy Gray.

*Buchanan Township Master Plan*

Discussion ensued regarding the Township's Master Plan, which was last updated in 2002. General consensus was that the Master Plan needed to be updated at this time.

**Motion by Dehring, second by Gray, to recommend that the Buchanan Township Board of Trustees review the costs involved in updating the Buchanan Township Master Plan. Voice vote showed unanimous approval, motion carried (4-0).**

*Rules of Procedure & Bylaws of the Planning Commission of Buchanan Township*

The Rules of Procedure & Bylaws of the Planning Commission of Buchanan Township was reviewed. Discussion ensued with the following motion being made.

**Motion by Gray, second by Wagner-Hemminger, to adopt the Rules of Procedure & Bylaws of the Planning Commission of Buchanan Township as presented. Voice vote showed unanimous approval, motion carried (4-0).**

*Special Land Use Permits – Zoning Ordinance*

Discussion ensued regarding the Special Land Use Permit process. Gaul questioned why it was so difficult to make amendments to a special land use plan that had been previously approved. Kilpatrick advised that the way the Zoning Ordinance was written it was a two-step process; however, Kilpatrick went on to state that the Zoning Ordinance could be amended to allow staff to deal with minor changes administratively.

**NEW BUSINESS (continued)**

*Special Land Use Permits – Zoning Ordinance (continued)*

**Motion by Wentworth, second by Gray, to recommend that the Buchanan Township Board of Trustees expend resources to develop an amendment to the Buchanan Township Zoning Ordinance to enable minor changes to the site plan for Special Land Use Permits to be approved administratively. Voice vote showed unanimous approval, motion carried (4-0).**

**ANNOUNCEMENTS**

None.

**CITIZEN COMMENTS**

None.

**ADJOURNMENT**

There being no further business before the Board, the meeting was adjourned at 8:17 pm.

Cathy A. Ganus  
Recording Secretary