

LAKE TOWNSHIP, HURON COUNTY
4988 W. KINDE RD., CASEVILLE, MI.
SPECIAL BOARD MEETING
HELD APRIL 24TH, 2019

Meeting was called to order at 11 A.M. Those in attendance: Valerie McCallum, Dale Hartsell, Nicole Collins, Clay Kelterborn, Claren Russell, Zoning Administrator/Building Inspector, Tory Geilhart. Guests-2.

Zoning Administration Process:

Discussion was held regarding the zoning administration process as far as reviewing/approving site plans. After discussion, it was agreed the process will be as follows:

- 1.) A site plan must be submitted even if a certified survey is submitted. Collins stated architects always use certified surveys which denote building site by four corner measurements. They do not include overhangs, balconies, etc. For this reason, a site plan needs to be submitted showing the setbacks as relates to our zoning ordinance.
- 2.) Surveys can be used for supportive documentation but are not in place of a site plan.
- 3.) When boundaries are in question, a survey or at least three survey stakes must be available for measurement review.
- 4.) When an appeal before the ZBA is requested by a resident, an agenda for the ZBA must be created for the meeting listing the exact focal points in question.
- 5.) The Zoning Administrator must attend the appeal hearing and provide a summary to the ZBA members as to the reasons for denying the site plan before the public comment commences in order to review/clarify any questions the Board may have.
- 6.) Pursuant to Geilhart's recommendation, a new site plan application will be developed without using carbons.

Section 307.2E was reviewed and discussed. Board members recommended the Planning Commission consider adding this section to the proposed zoning amendments to be scheduled for a public hearing in order to remove this requirement.

Resolution 2018-13 Site Plan Review Fee - The Board of Trustees reviewed the requirement for a fee of \$1,500 for formal site plan reviews adopted May 21st, 2018. Motion made by Kelterborn and supported by Hartsell to amend the site plan review fee of \$1,500 to only apply to industrial, commercial and residential-business. There will be no fee associated with site plan reviews for single family residential projects. All in favor, motion carried.

Blight- Blight was discussed with Geilhart questioning enforcement of blight in the different zoning districts. A few specific residential properties have been a continuing blight and Zoning Administrator has addressed the problems with each resident before. He will press to eliminate ordinance infractions immediately.

Champagne Road- An estimate of road repair for Champagne Road has been received from the Huron County Road Commission. Due to costs, the Board motioned to pave 1 mile north of Kinde Road at 3". Motion made by Collins, and seconded by Kelterborn to submit a work order for 1 mile on Champagne Rd. All in favor, motion carried.

Certificates of Deposit- Treasurer stated two CD's at Frankenmuth Credit Union are coming due this month. Moved made by Hartsell, seconded by Kelterborn, to renew both CD's for 6 months at the same institution. All in favor, motion carried.

There being no further business, Hartsell motioned to adjourn at 1:07 P.M. Supported by Kelterborn, all in favor, motion carried.

Respectfully submitted,

Claren Russell, Clerk