

**Lake Township Planning Commission
Public Hearing & Regular Meeting
December 13, 2023
4988 W. Kinde Rd, Caseville MI 48275**

Unapproved Minutes

The meeting was called to order at 6:00 by Siver at the Lake Township Hall.

Roll call: Keith Hoffman, Bob Siver, Nicole Collins present, Quinn absent.

Supervisor Valerie McCallum present as well as Mark Eidelson, LandPlan Inc. and one guest present virtually.

Approval of Agenda: Motion made by Collins to approve the Agenda, seconded by Hoffman. All ayes – passed.

Public Hearing: New Master Plan opened at 6:02

LAKE TOWNSHIP PLANNING COMMISSION NOTICE of PUBLIC HEARING and NEW MASTER PLAN read by Siver.

Public Comments: None

Public Hearing closed at 6:05.

Regular Meeting opened:

McCallum asked the PC members if they had any issues to discuss with Eidelson. Siver thanked Eidelson for his work on the Master Plan. Eidelson stated that he is on a slow burn to retirement and that he advised the township that by the end of March, the township should think about having someone else in his capacity. Eidelson further stated that beyond March if there is a particular need or question, he will still answer the phone. Hoffman thanked Eidelson for his patience and support.

Eidelson stated that with regard to the Master Plan, he provided a resolution that the PC can consider using should the PC move to approve the Master Plan. The resolution includes the particular requirements of the Michigan Planning Enabling Act and requires a majority vote of the PC. Eidelson advised the resolution can be tweaked but advised not to make any changes to the fourth paragraph because the law requires that there be some reference to the charts, maps that the Master Plan comprises. If the PC approves the Master Plan and it moves to the Board and the Board makes a final approval, the law requires that that there be a Statement of Approval certified by the PC and the Township Clerk that the Master Plan was adopted on a specific date and signed by the respective officials. Eidelson will submit the updated Statement of Approval to

be signed which will then get scanned and become part of the electronic file of the Master Plan. Eidelson advised he can stay on the call. Siver advised he doesn't foresee any changes but advised Eidelson is welcome to stay on the call. Call ended at 6:19 p.m.

Approval of Minutes: Motion made by Collins to approve the September 27, 2023 Minutes, seconded by Hoffman. All ayes – passed.

Correspondence:

- Zoning Permit Report for September, October and November 2023 – no comments.
- Monthly Permit Report for September, October and November 2023 – no comments.
- Land Use Permit Report for September, October and November 2023 – no comments.

McCallum advised there have been issues with building and zoning permits. When someone applies for a zoning permit to build a new house, before they can get a building permit they must have a well and septic permit. Also if they want to build within 500 feet from the shoreline, they are required to have a shoreline erosion permit from the County and if they are in a high risk erosion area, they are required to have a high risk erosion permit from the DEQ. The Zoning Permit Application and the Building Permit Application have been updated and approved by the Board spelling out what permits are required. McCallum provided a copy of the updated applications to the PC members along with the Site Plan Review Checklist. Hoffman suggested and the PC agreed that the Site Plan Review Checklist require the Zoning Administrator's signature and date.

New Business: Master Plan Decision

Siver asked the PC members if they read the resolution provided by Eidelson. Hoffman and Collins had no concerns. Siver asked for a roll call to recommend to the Board that the Master Plan be approved.

Collins – yes
Siver – yes
Hoffman – yes

Old Business: None

Public Comments: None

Siver asked Hoffman if he will be attending the January PC meeting. Hoffman advised he will not be here in January or February and should be back the second week of March. Siver stated that a meeting can always be cancelled and McCallum stated it is always better to do it ahead of time and suggested cancelling January and February. McCallum further stated the only concern is the budget planning that is done in February. McCallum provided a copy of the budget to the PC members. Collins stated the only issue was a shortage on dues; \$400 budgeted and actual

\$675. McCallum stated she will check as she is not sure if the \$675 included some of the ZBA before it was broken out.

Collins asked if the PC should meet before the Board meeting. Siver stated the second Wednesday of the month makes more sense. A discussion took place about scheduling the PC meetings every other month; McCallum stated it might be better for the upcoming year to keep the monthly meetings beginning in March, eight meetings next year in the schedule. McCallum stated to keep in mind that the Zoning Ordinance has minor corrections and before Eidelson is done, it may be good to get it cleaned up; also, the PC may want to be interview other companies to see if there is someone else to have as a consultant; and finally, the township's development of a recreation plan. Siver stated he wonders if monthly meetings are needed; he likes the idea of every other month and scheduling extra meetings as needed. Hoffman stated that if the PC is prioritizing its time the way it should be, there shouldn't be a problem for every other month; meetings can always be added as need be. McCallum suggested to schedule the PC meetings every other month starting in March and present it to the Board.

Motion by Collins to recommend to the Board to change the PC meetings to the second Wednesday of the month at 6:00 every other month and add additional meetings if needed, seconded by Hoffman. Motion carried – all ayes.

Motion made by Hoffman to adjourn, seconded by Collins. All ayes – passed.

Meeting adjourned at 6:57 p.m.

Next meeting Wednesday, March 13, 2024 at 6:00 p.m.

Submitted by Lisa Clinton