

**Lake Township Planning Commission
Regular Meeting
April 26, 2023**

Approved Minutes

The meeting was called to order at 6:05 by Siver.

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

Supervisor Valerie McCallum was also present.

Approval of Agenda: Bob Siver advised the PC members that the Zoning Administrator, who has an intricate role in the Zoning Ordinance Amendment(s), was unable to attend the meeting. Siver suggested that the topic under **Old Business** be tabled until the Zoning Administrator and all PC members are present. Motion by Collins to approve the Agenda with the removal of Zoning Ordinance Amendment(s) under **Old Business**, seconded by Hoffman. All ayes – passed.

Approval of Minutes: Hoffman recommended a correction on page 2 of the Minutes in the last paragraph prior to the meeting schedule, *Although there was an agreement made extending the variance expiration period from six (6) months to one (1) year related to the rear setback and the 30° rule, the PC wants to address the remaining issues before making its final recommendation to the Board.*

Motion made by Collins to approve the March 22, 2023 Minutes with the corrections, seconded by Hoffman. All ayes – passed.

Correspondence:

- Zoning Report for February and March 2023 – no comments
- Building Permit Report for January – March 2023 – no comments.
- Land Use Permit Report for January 2023 – no comments

New Business: Adoption of By-laws for April 2023 – March 2024: There was a discussion regarding item **G. Voting** in the by-laws concerning tie votes. Hoffman stated there should be clarification when there are not five (5) PC members in attendance regarding a tie vote and suggested possible language to address a tie vote. After further discussion, it was determined that historically there hasn't been an issue with tie votes but this matter can be looked into for next years' by-laws.

Motion by Collins to approve the By-laws, seconded by Quinn. Motion carried – all ayes. The signing of the By-laws by the PC members will take place at the next PC meeting.

Master Plan: Collins advised the PC that the Board has approved the Master Plan with some minor changes. The Board wants to ensure that language regarding wind and solar is included in the Master Plan as the Township is unique from other townships regarding wind and solar. Clifford Bloom reviewed Chapters 1 – 3 of the Master Plan at the request of the Board and made some minor changes. As far as wind and solar, Bloom provided Other Considerations which were reviewed by Land Plan and LandPlan advised that the PC needs to determine where in the Master Plan the language should be inserted. McCallum advised that once the placement of the language is determined, a public hearing can be scheduled for the revision.

Hoffman had concern with the language under **Commercial Services, Industry and Economic Development** referencing “limited” commercial and industrial development and should that be defined. Hoffman stated that “limited” is vague and should it be defined? After discussion, the PC determined that these issues are on a case by case basis and would be brought to the PC for review under the Zoning Ordinance.

Hoffman also had concern with “about” 1.5 acres under **Key policies of the Agricultural/Rural Residential Area are:**” section of the Master Plan. After discussion, it was determined that the Zoning Ordinance addresses the minimum lot size with the only exception to the lot size in the case of “open space preservation communities.”

Hoffman advised that he agrees with the recommendations in LandPlan’s email of 04/18/2023 to add Bloom’s language regarding the solar and wind excerpt and the Overriding Considerations. After discussion, it was decided to insert the two (2) new sections at the end of Chapter 3 of the Master Plan.

Motion by Hoffman to accept LandPlan’s recommendations regarding Chapter 3 and the Overriding Considerations relative to solar, seconded by Collins. All ayes – passed.

A discussion ensued regarding pertinent documents be provided to the PC the week before the meeting. McCallum advised she will ensure lengthy documents are be forwarded to the PC timely.

New Business: Election of Officers. Motion by Collins to nominate Siver as the Chairperson, seconded by Quinn. All ayes – passes.

Discussion took place regarding the duties of the Secretary. McCallum advised that the current recording secretaries are no longer interested in the position. Siver asked what the current rate of pay is; McCallum advised it is either \$30 or \$35 per diem and an hourly rate for the transcription. Siver asked if the rate could be increased and McCallum advised that the PC can recommend an increase to the Board. It was further discussed that the PC secretary will need to monitor a newly hired recording secretary to ensure that he/she has no issues and that the hours billed for transcribing the Minutes are not out of line.

Getting back to the nominations, Hoffman stated that he will do the Secretary position and will nominate Lalley as the Vice Chair. If, at the next meeting, Lalley doesn’t want the position, Hoffman stated he can refuse it.

Motion by Hoffman to nominate Lalley as Vice Chair, seconded by Collins. All ayes – passed.

Motion by Siver to nominate Hoffman as Secretary, seconded by Quinn. All ayes – passed.

Motion by Hoffman to recommend to the Board an increase in the per diem rate for the Recording Secretary to \$40 for up to the first 2 hours, \$20 per hour after that and \$20 per hour for transcribing, seconded by Collins. All ayes – passed.

Short Term Rentals. McCallum advised that the Board was fine with the Short Term Rental (STR) draft other than the change to Article 5 wherein the Board wanted it to reflect “consecutive” days instead of “cumulative” days. Collins stated that under Article 5, Section 20.31 the PC needs to provide its recommendation to the Board on how many consecutive days the STR can be rented in a calendar year. Nicole advised the PC that the Board wants to allow property owners who are trying to offset their expenses, property taxes, etc., to rent it out for a week or two.

McCallum suggested the PC combine the public hearing with the Master Plan and the STR ordinance and schedule it for the PC’s June meeting. McCallum further stated that that will allow the Board to confirm the 14 day STR limit and, should any PC member have issue with the STR ordinance after further review, it can be addressed prior to the public hearing. McCallum advised the notice has to be in the paper by 06/08/2023.

Motion by Collins to set the STR rental limit at 14 days, seconded by Hoffman. All ayes – passed.

Public Comments: None

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

Meeting adjourned at 8:05 p.m.

Next meeting May 24, 2023 at 6:00 p.m.

Submitted by Lisa Clinton