

**Lake Township Meeting of the Planning Commission
Meeting Minutes
November 24, 2020**

The Lake Township Planning Commission held a regular scheduled meeting on Tuesday, November 24, 2020 at 6:30 p.m. This meeting was held telephonically, in accordance with the Michigan Department of Health and Human Services Order, effective November 18, 2020, and in accordance with the Amended Open Meetings Act, as amended by Public Act 228 of 2020, stating ALL indoor meetings of a public body must be held completely virtually, (by telephonic or video conferencing), if at all, between Nov. 18 and Dec. 8, 2020.

J. Rothhaar called the meeting to order at 6:31 p.m.

Members Present on Call:

Andra Bouck, Mark Janeczko, Kyle Orr, John Rothhaar

Members Absent from Call:

Jackie Randall

Others Present on Call: Bob Blank, Zoning Administrator; Sally Casey, Trustee; Anna Grobe, Lake Township Supervisor;

Madeline Bitzan-Powell, Recording Secretary

Members of the Public: None.

IMMEDIATE NEW BUSINESS:

1. Resignation of Chairperson, Jim Dodge; Appointment of New Chairperson:

J. Rothhaar was nominated by A. Bouck to serve as Chairman of the Planning Commission.

Roll Call Vote:

Andra Bouck:	Aye
Mark Janeczko:	Aye
Kyle Orr:	Aye
Jackie Randall:	Absent

2. Appointment of Vice-Chairperson:

Bouck volunteered to serve as Vice-Chairperson, with guidance.

Roll Call Vote:

Mark Janeczko:	Aye
Kyle Orr:	Aye

John Rothhaar: Aye
Jackie Randall: Absent

PUBLIC INPUT:

None.

MEETING MINUTES:

- 1) **September 10, 2020 Planning Commission Meeting Minutes:** Approved.
A. **Motion** by M. Janeczko, seconded by A. Bouck. Motion carried. Ayes: All.

CORRESPONDENCE:

None.

NEW BUSINESS:

- 1) **Meeting Schedule for 2021:**

J. Rothhaar inquired as to whether a meeting schedule had been established for 2021. B. Blank advised that none had been established as of this time and that the only requirement was that an organizational meeting be held in April, 2021. Four meetings are required to be held within the fiscal year, ending March 31st. After discussion, it was decided to defer establishment of a Planning Commission meeting schedule until a schedule of future Master Plan meetings can be established and coordinated. It was noted that fourth required regular meeting of the Planning Commission is scheduled for January 14, 2020 at 6:30 p.m. and the 2021 schedule could be established at that time. J. Rothhaar advised members to note the January meeting and advise of any conflicts.

OLD BUSINESS:

- 1) **Continued Review of Master Plan**

- A. **Proceed or Delay Review.**

J. Rothhaar stated that the Master Plan is to be reviewed every five years. The Lake Township Master Plan was thoroughly reviewed and amended in 2010 and re-affirmed in 2015. Therefore, the intent of the Planning Commission was to intensively review and amend the Master Plan in 2020. Due the challenges presented by the on-going pandemic, public outreach, obtaining public input and conducting meetings has been difficult, stalling progress of the review. J. Rothhaar stated that the Planning Commission has three options:

- 1) Re-write and recommend to adopt a new Master Plan;

- 2) Proceed to make obvious simple and clerical amendments to the existing Master Plan;
- 3) Re-affirm the existing Master Plan for another year.

A. Grobe advised that regardless of what the Planning Commission decides to do, the Planning Commission makes a recommendation to the Township Board and the Board determines the action to be taken. If a recommendation can be made to the Board by December 3rd, the next regularly scheduled Township Board Meeting, a decision by the board can be made at that time.

K. Orr questioned the amount of public input that was obtained when the Master Plan was last revised. S. Casey stated that minimal to moderate public input was obtained when the Plan was completely rewritten ten years ago and that the existing Plan was re-affirmed five years ago. Due to the complications of COVID-19 restrictions, K. Orr suggested that the Planning Commission delay further review of the Master Plan for 12-18 months when public input and meetings attendance is more likely.

Similarly, J. Rothhaar recommended delaying revision of the Plan until the 2020 Census data is made public in April, 2021 so that most current data can be considered by the Planning Commission.

(1) Motion by J. Rothhaar to recommend to the Lake Township Board that current Master Plan be re-affirmed for one additional year with the understanding that the Planning Commission will start working on amending and updating the Master Plan next year. **Moved**, A. Bouck; **Seconded** by K. Orr.

Roll Call Vote:

Andra Bouck:	Aye
Mark Janeczko:	Aye
Kyle Orr:	Aye
Jackie Randall:	Absent

J. Rothhaar will present a proposed schedule and work plan related to the revision of the Master Plan for discussion at the January Planning Commission meeting.

OTHER ZONING MATTERS:

1) Nuisance Ordinance Update:

B. Blank reported that the Lake Township Board passed and adopted the proposed Nuisance Ordinance at their last meeting and that the ordinance became effective on November 20, 2020. This is a police enforceable ordinance.

2) Active Appeal:

Blank advised that a meeting of the Zoning Board of Appeals is scheduled for December 10, 2020 at 6:30 p.m. related to a parcel in Chimney Corners and side set-backs. Currently, the property has a 10 ft. side set-back and the owner is requesting a 3 ft. set-back. The scheduled meeting will be dependent upon COVID restrictions and may be subject to change.

3) Proposed Development – Sutter Road:

Blank reported that a Planned Unit Development (PUD) will be upcoming in 2021, located off of Sutter Road, next to Sleeping Bear Woods. The proposed development encompasses 26 acres in total and will include ten (10) units on one acre parcels. A common area is also planned. B. Blank will advise the Planning Commission of their future responsibilities related to this project, including but not limited to, the review of documents.

PUBLIC INPUT:

None.

ADDITIONAL COMMENTS:

J. Rothhaar recommended that the Township consider passing a resolution or take action as they deem appropriate, to recognize and thank Jim Dodge, former Chairman of the Planning Commission, for his dedication and efforts. A. Grobe advised that the Board plans to express gratitude to J. Dodge for his services.

ADJOURNMENT:

J. Rothhaar to adjourn the meeting at 7:06 p.m.
Motion carried: Ayes: All

Respectfully submitted,
/s/Madeline M. Bitzan-Powell
Recording Secretary
11/30/2020; **Approved 01/14/2021**