

**Laketon Township Planning Commission**  
**March 14, 2018 Regular Monthly Meeting Minutes approved 7/11/2018**

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**CALL TO ORDER:** Chairperson Don Nellis called the meeting to order at 6:00 pm.

**PLEDGE OF ALLEGIANCE:**

**ROLL CALL:**

- Present: Cindy Zaagman, Eric Anderson, Dave Mieras, Don Nellis, and DJ Hilson
- Absent: Paul Hoppa with notice and also Bob Schalow
- Also present: Zoning Administrator David Sheehy, Township Supervisor Kim Arter and Recording Secretary Veronica West.

**APPROVAL OF AGENDA:** Eric Anderson moved and was supported by DJ Hilson to approve the agenda as presented. The motion carried by voice vote.

**APPROVAL OF MINUTES:** Eric Anderson moved to approve the minutes of 2/21/2018 as presented. DJ Hilson supported the motion. A voice vote was taken and the motion passed.

**PUBLIC COMMENTS AGENDA ITEMS ONLY:**

- Kim Arter, Township Supervisor: Thanked the PC members for their joint worksession last month with the Board to work on the Capital Improvement Plan.

**CORRESPONDENCE:**

- Planning & Zoning News – February 2018 Issues – ZA David Sheehy noted most of this issue is dedicated to solar energy articles that are interesting. No other discussion.

**UNFINISHED BUSINESS:**

- Discussion on Park and Recreation Plan: ZA David Sheehy stated he has been working on incorporating the updated Capital Improvement Plan and other information; like the State Park ice rink, the planned Horton Park project and removing old information that is no longer valid: like the batting cages at Mullally Park etc. Discussed the timeline for the required 5 year review, noting public input meetings are estimated to happen sometime in January or February 2019. Also noted that some of the items the public had indicated they desired have been accomplished and some are on the 6 yr capital improvement plan to be accomplished in future years. Encouraged PC members to get him any comments or desired updates/changes/edits to him before the next meeting so he can incorporate their comments into the revised draft for discussion at the April meeting.
- Capital Improvement Plan: Discussed the worksession held with the Board last month. ZA David Sheehy has revised the document to incorporate the revisions discussed at the time. Also, because it is a 6 year plan and not a 5 year plan like the Parks & Rec Plan and Master Plan, he only added 5 years of the CIP plan into the Rec Plan (the year 2023 is not included in the Rec Plan version of the CIP plan) and discussed needed items with Supervisor K. Arter – added a new roof for the township hall, bike path maintenance and updated electronics for the township hall board meeting room to 2023 in the proposed plan. DJ Hilson moved to recommend adoption of the proposed 6 year Capital Improvement Plan to the Laketon Township Board of Trustees. Dave Mieras supported the motion. The motion carried by voice vote.

**NEW BUSINESS:** NONE

**PUBLIC COMMENTS:**

- Kim Arter, Township Supervisor: Thanked the PC members for starting to work on the Park & Rec plan so early; noted the current plan is good through 2019 but that getting to work early is a good thing as this is a very important document as it has to be current and accepted by the State to be able to apply for grant funds through the DNR.

**BOARD REPORTS:**

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- Township Board – Cindy Zaagman – Board of Review was conducted this week and the Township Board is working on the 2017/2018 budget this month as the new fiscal year starts 4/1/2018.
- ZBA – Eric Anderson – none – no meetings have been conducted.
- Township Supervisor Kim Arter – summarized the Board of Review, noted there were 23 petitions of appeal, about average number of appeals; some of the BOR's work included educating people that do not understand their assessment notices and acting on all the value appeals as well as acting on disabled veteran's exemptions and poverty exemption applications. She also noted the assessor has been working on site visits/visual inspections and re-measuring homes and making sure the property records are correct for what is on the property and correcting any errors found during the site visits; noted about 600 – 700 homes are being visited each year in an effort to keep up with the state recommendation that every property be visited every 5 (five) years.
- Zoning Administrator David Sheehy – Reported there may be a ZBA meeting coming up in soon, possibly in May 2018.

**ADJOURN:** Cindy Zaagman moved to adjourn the meeting. DJ Hilson supported the motion. The motion carried and the meeting adjourned at approximately 6:29 pm.

Respectfully Submitted:

Veronica West  
Recording Secretary