

Laketon Township Planning Commission
August 8, 2018 Regular Monthly Meeting Minutes **APPROVED 9/12/18**

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

PLEDGE OF ALLEGIANCE:

ROLL CALL:

- Present: Eric Anderson, Paul Hoppa, June Earhart, Don Nellis, Cindy Zaagman and Dave Mieras
- Absent: DJ Hilson, with notice/excused
- Also present: Zoning Administrator Theresa Maner, Township Supervisor Kim Arter and Recording Secretary Veronica West.

APPROVAL OF AGENDA: Don Nellis moved to add to items to the agenda under new business: Site Plan Review Checklist and October 2018 meeting date change. June Earhart supported the motion. The motion carried by voice vote.

APPROVAL OF MINUTES: Cindy Zaagman moved to approve the minutes of 7/11/18 as presented. Paul Hoppa supported the motion. A voice vote was taken and the motion passed.

PUBLIC COMMENTS AGENDA ITEMS ONLY: NONE

CORRESPONDENCE:

- Planning & Zoning News – Current issue (part 1 & part 2) distributed for informational purposes. ZA Theresa Maner pointed out an article regarding short term rentals, which are not permitted in Laketon township, with the exception of some existing, legal non-conforming situations.
- Training: ZA Theresa Maner also announced she is signed up to attend the Citizen Planner classes through Michigan State University.

UNFINISHED BUSINESS:

- **Park and Recreation Plan:** Don Nellis commented on this; noting the PC needs to review this document for any needed updates/corrections/additions etc. Discussion proceeded page by page with several notations made for updates including;
Page 3 – take out the words “festival grounds” as Mullally is not used for this purpose any longer
 - add “ice skating rinks & trails and zip lines” to the amenities offered at the Muskegon Winter Sports Complex
 - add “disc golf” to the list of amenities offered at Mullally Park
 - correct the school name to Reeths-Puffer Central ElementaryPage 6 – correct/update township trail map and prevent legend from being “cut off”
Page 7 – correct time frame for Sports and Shorts program – no longer runs for 6 weeks and also make reference to the free lunch program that is offered when grant funds are available
 - Correct spacing/formatting and caption for mapPage 9 – Horton Park – many updates coming with the grant project – will need extensive updating as the project progresses including new pictures
Page 11 – remove “batting cages” – no longer there
 - remove the word new with regard to the disc golf parking area
 - remove redundant reference to the picnic pavilion
 - correct the name from Lions to “The Northside Lions Club”
 - reorganize the list of amenities to flow better
 - add “or paved” to the description of the parking lots in the accessibility paragraphPages 11-14 – update with new photographs of the parks, including new playground at Mullally and make sure photos are properly labeled as to what section of the park they are located in
Page 15 – make sure the map is properly labeled for the different areas of the park and the caption of the map reads “Mullally Memorial Park, including Lange Complex
Pages 16 – 18 – remove reference to old Master Plan survey responses – will conduct an open house/focus group event to gather current public input/feedback

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Page 19 – rewrite paragraph relating to the Safe Routes to School path/sidewalk to reference what portion has been completed and what is left to that can be added with future grant funds

- rewrite the paragraph on the other trails in the township to reflect what is done/complete and what are proposed for the future
- remove non-recreation related items from the CIP Plan 2018- 2022

Staff to work on these updates and bring back to the Planning Commission for further review and in the future schedule the appropriate open house and public hearing events for citizen comment/input before the plan must be submitted to the state in late 2019.

NEW BUSINESS:

- **Site Plan Review Checklist:** ZA Theresa Maner explained this checklist has been developed in house by several staff members working together with the intent of using it when potential developments come in to make sure nothing gets missed and it is easy to see what has been turned in/presented and what if anything is still outstanding. Don Nellis commented on wanting to have as much as possible be turned in before site plans are brought to the Planning Commission to save everyone's time. Consensus amongst the members was in favor of using this checklist to help keep track of developments in need of site plan review.
- **Proposed Meeting Date Change in October 2018:** Don Nellis explained that the regular October meeting date of 10/10/2018 needs to be changed as ZA Theresa Maner will be attending a Citizen Planner Class in conflict with the meeting date/time. He suggested the meeting be rescheduled for the following week – 10/17/2018. June Earhart moved to change the October meeting to Wednesday 10/17/2018 at 6:00 pm. Cindy Zaagman supported the motion. The motion carried by voice vote.

PUBLIC COMMENTS:

- Kim Arter – Twp Supervisor: Commented on the Park & Rec Plan review, noting that in past years comments have been received regarding the creation of a dog park; she cited liability concerns with dog parks due to the new dog park in downtown Muskegon which has had to shut down amid concerns/complaints relating to several dog diseases including dog flu, parvo virus and various worms. She also mentioned that there were issues at this park with clean up and Laketon Township does not have the staff to clean up a dog park daily. She also announced that the ZA Theresa Maner is scheduled to take the Michigan State University Citizen Planner course and the township insurance company reimburses the township half the cost of the course upon completion/certificate issuance. She also reminded PC members of the By-law's and the training requirements and offered this course and others to the PC members to fulfill their training requirements.

BOARD REPORTS:

- Township Board – Cindy Zaagman – Commented that the Township has finished their annual audit and all is well and the audit report is available if anyone wishes to review it. She also noted the DEQ project in Fenner's Ditch has been completed and the oil leak is contained and Fenner's Ditch was dredged. In addition she noted that the Horton Park grant project is still waiting on final permits/approvals from the state and at this time construction work will probably be starting in the fall after Labor Day.
- ZBA – Eric Anderson – a variance hearing was held 7/17/2018 with the ZBA denying the requested variance as it did not meet any of the criteria in the ordinance to warrant the granting of a variance. He gave a summary of the specifics of the case presented to the ZBA and noted it was a very complicated situation and a very difficult case. He added that the vote was split 3 to 2 to deny the variance, but he felt the correct decision was reached.

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

Respectfully Submitted:

Veronica West
Recording Secretary