

**Laketon Township Planning Commission**  
**January 09, 2019 Regular Monthly Meeting Minutes**

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

**PLEDGE OF ALLEGIANCE:**

**SWEARING IN OF RE-APPOINTED PC MEMBERS:** Don Nellis and Dave Mieras were each re-appointed by the Laketon Township Board of Trustees to serve another term. Recording Secretary Veronica West, who is also a notary public swore them in and placed the signed oath of office in the Book of Oaths.

**ROLL CALL:**

- Present: Cindy Zaagman, DJ Hilson, Don Nellis, Paul Hoppa, June Earhart, Eric Anderson and Dave Mieras
- Absent: None
- Also present: Zoning Administrator Theresa Maner, Recording Secretary Veronica West, Township Supervisor Kim Arter, Applicant Dana Spytma, Brandon Spytma and one other area resident.
- **ELECTION OF OFFICERS:** Don Nellis noted this is an annual duty and noted the 2018 officers were Don Nellis- Chair, Paul Hoppa – Vice-Chair, Dave Mieras – Secretary, Don Nellis – JPC Member and Eric Anderson – ZBA Rep. He asked if everyone was willing to serve another term in those positions – all responded in the affirmative. He also asked if there was anyone else interested in one of those positions – there was no interest and no further discussion. June Earhart moved to reappoint all those that served in 2018 to serve again in their same officer positions for 2019. Eric Anderson supported the motion. The motion carried by voice vote.
  - Chair- Don Nellis
  - Vice-Chair – Paul Hoppa
  - Secretary – Dave Mieras
  - JPC Member – Don Nellis
  - ZBA Rep – Eric Anderson

**APPROVAL OF AGENDA:** Don Nellis noted one change – and this is to insert into the New Business section of the meeting an action item for a Group DayCare Special Land Use Request. Paul Hoppa moved to approve the agenda with the addition of the Special Land Use Request for a Group DayCare. Dave Mieras supported the motion. The motion carried by voice vote.

**APPROVAL OF MINUTES:** Eric Anderson noted a typographical error with the word “not” needing to be inserted into the third sentence of the paragraph regarding the Fenner Glen West item so the sentence reads: “Don Nellis thought that it would not as the developer asked for it to be tabled.” June Earhart moved to approve the minutes with the correction requested by Eric Anderson. 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 for informational purposes only
- 2018 Annual PC Chairperson Report to the Board of Trustees – Don Nellis commented only on the February 2018 meeting noting that the developers of the proposed Fenner Glen West project were talking to township officials back then regarding sewer and water.
- Future Training for Planning Commission – ZA Theresa Maner talked about the requirements for PC training and she is in contact with Mary Reilly with the Michigan State University Extension (MSUE) to set up some workshops as they have several topics they can give training on, such as Site Plan Review, Master Plan and Rec Plan Review Process, Risk Mgmt etc. Their training seminars are typically 2 to 3 hours long. Discussion covered various times, dates etc. Theresa will get back to the PC when she has more detailed/concrete information on dates/times and costs for training sessions/workshops.
- Introductions: ZA Theresa Maner introduced Dana Spytma, and gave a quick synopsis of her interaction with Mrs. Spytma noting she has applied for a special land use permit for a group daycare in her home. Mrs. Spytma stated she is here to ask the PC to schedule a public hearing so she can

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obtain special land use permission for a group daycare so she can provide care for up to 12 children. She noted she has already been approved for her license from the State of Michigan so long as she gets zoning approval from the township.

- Zoning Ordinance – Sections to Review: ZA Theresa Maner provided the PC members all with a list of sections from the zoning ordinance that will pertain to the public hearing and special land use request for Mrs. Spytma's request for a group day care home; Chapter 6, Section 6.03, Chapter 17 Special Land Use and Chapter 15 Site Plan Review.

### **UNFINISHED BUSINESS:**

- **Proposed Fenner Glen West (site condo):** ZA Theresa Maner updated the PC on the status of this proposed development, noting that the "ball is in their court" meaning the developers have decisions to make regarding their site plan; mainly regarding municipal sewer and water services and road development (private v public and through v cul-de-sac/dead end) and they are working on it with their engineers/consultants. She will let the PC know when this plan comes back to them for site plan review.

### **NEW BUSINESS:**

- **2019 PC Meeting Dates** – Discussed the dates, noted there are no legal holiday conflicts with any of the meeting dates which are still the 2<sup>nd</sup> Wednesday each month at 6pm. Paul Hoppa and Dave Mieras noted they will both be unavailable for the February meeting, but discussion noted that a quorum will still be available – no change. Eric Anderson moved to accept the 2019 meeting schedule as presented. June Earhart supported the motion. The motion carried by voice vote.
- **Joint Work session PC & Twp Board RE: Capital Improvement Plan** – Don Nellis noted a work session for this purpose took place last year in February and suggested doing it again in February at 5pm before the regular PC meeting on February 13, 2019 @ 6 pm. Eric Anderson moved to recommend the holding a joint work session with the Township Board of Trustees on Wednesday 2/13/19 at 5pm. June Earhart supported the motion. The motion carried by voice vote.
- **Work session Schedule** – Don Nellis stated he asked for this to be on the agenda as a discussion item as there may need to be more work needed than can be accomplished with the regular meeting schedule this year due to the Recreation Plan and Master Plan reviews. Discussed possibly doing any needed work sessions either before or after regular meeting dates/times if needed. Paul Hoppa moved to table scheduling any work sessions at this time. Dave Mieras supported the motion. The motion carried – this item is tabled until further notice.
- **Special Land Use (SLU) Request for a Group Daycare** – Applicant Dana Spytma was asked if she had a floorplan of her home due to the ordinance requirements for a minimum amount of square footage per child cared for. Mrs. Spytma did not have it at the present time, but Don Nellis reminded her it would be needed for the public hearing, as well as all other documentation showing she meets all of the requirements outlined in the ordinance. Mrs. Spytma informed the members that there had been a group home daycare in the home under the prior owner so she did not anticipate having any trouble with meeting requirements, including the requirement to be at least 1500 feet from any other group daycare home. Don Nellis noted that there will need to be a home visit to verify the home and yard minimum square footages are met. ZA Theresa Maner noted she would be involved in the home visit and she will write a staff report for the PC, that they would get 2 weeks prior to the public hearing. Eric Anderson commented that discussion tonight is not to be considered a pre-approval, that determination will be made at the public hearing. Discussion also covered the fee required with the SLU application and the public hearing requirement as well as the publication requirements and noticing requirements that go along with the public hearing, most notably the need to publish the notice of public hearing at least 15 days prior to the meeting. Dates and times to hold a public hearing, and holding a public hearing on the same date as a regular meeting were discussed. Cindy Zaagman moved to hold a public hearing regarding the Special Land Use Application of Dana Spytma for a Group Day Care home at 4234 W. Giles Rd on Wednesday February 13, 2019 at 6:10 pm. Eric Anderson supported the motion. The motion carried by voice vote.
- **Park and Rec Plan/Review** – Don Nellis noted it has been several months since this item has been worked on and noted several edits and comments had been agreed upon. He asked if these edits had been incorporated into the document. ZA Theresa Maner reported the edits had been incorporated and she has also taken updated photographs as well. Discussed the options for a public survey (noting the PC had approved questions for a Survey Monkey online survey at a prior meeting as well) – online or by mail and how to let the public know about online survey. It was noted the next township newsletter goes out in late February and an article with a link to the survey can be put in that

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newsletter, which goes to every property owner with their annual assessment notice. Discussed duration of availability of the online survey and decided a couple of weeks would be sufficient with a deadline to answer the survey of March 10 so that ZA Theresa Maner would have time to compile the results of the survey for the March 13, 2019 PC Meeting. There was a consensus with the members that this is the best option and instructed staff to put an article in the newsletter for the public survey on Survey Monkey. Also briefly discussed was the option to hold a public open house as well and then the required public hearing – these items to be discussed more at the March meeting.

**PUBLIC COMMENTS:**

Darrell VanFossan of 138 N Bear Lake Rd – Mr. VanFossan talked about being an avid pickleball player and would like to see the tennis courts at Mullally Park updated/upgraded to accommodate pickleball and hopes the PC will put this on the list in the Park and Rec plan. Mr. VanFossan also stated he is the chairperson of a 501c3 organization called the Bear Lake Preservation Association, which is a volunteer group set up to compliment, but not duplicate the work of the Bear Lake Lake Board. He noted they have done a small fundraiser and are actively working on their first education project – a “do’s and don’ts” informational/educational brochure to distribute to lakefront property owners. Eric Anderson asked about distribution of the brochure and suggested that Mr. VanFossan make sure the brochure recommendations do not conflict with any existing laws. Mr. VanFossan also asked if this is the appropriate board to ask about ordinances for the lakefront properties to help improve water quality. Don Nellis stated yes this is the place to start and expressed interest in hearing from the organization and their recommendations for lakefront protection ordinances. There was a brief discussion wondering what other lakefront communities might have with regard to ordinances affection lakefront properties.

**BOARD REPORTS:**

- Twp Board – Cindy Zaagman stated the board is waiting to get started on the Horton Park project in the spring.
- ZBA – Eric Anderson stated there has been no ZBA activity.

**ADJOURN:** Dave Mieras moved to adjourn the meeting. Paul Hoppa supported the motion. The motion carried and the meeting adjourned at approximately 6:56 pm.

Respectfully Submitted:

Veronica West  
Recording Secretary