

Laketon Township Planning Commission
February 13, 2019 Regular Monthly Meeting Minutes – APPROVED 3/13/2019

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

PLEDGE OF ALLEGIANCE:

ROLL CALL:

- Present: Cindy Zaagman, Don Nellis, Eric Anderson and June Earhart
- Absent & Excused: Paul Hoppa, Dave Mieras and DJ Hilson
- Also present: Zoning Administrator Theresa Maner, Recording Secretary Veronica West, and Applicants Dana Spytma and Brandon Spytma.

APPROVAL OF AGENDA Eric Anderson moved to approve the amended agenda as presented. June Earhart supported the motion. The motion carried by voice vote.

APPROVAL OF MINUTES: Eric Anderson moved to approve the minutes as presented for January 9, 2019. Cindy Zaagman supported the motion. A voice vote was taken and the motion passed.

6:10 PUBLIC HEARING:

- **Open Public Hearing:** June Earhart moved to open the public hearing. Cindy Zaagman supported the motion. The public hearing opened at 6:11 pm
- **Procedures:** Don Nellis reviewed the procedures and rules for addressing the planning commission. He also asked if all members of the PC had been able to review the application and packet of documentation regarding the Special Land Use Request (SLU) of Dana Spytma. All responded in the affirmative.
- **Public Hearing Notice:** In the absence of the Dave Mieras, the elected PC Secretary, Don Nellis appointed the recording secretary Veronica West to read aloud the published public hearing notice. This was done and it was noted that the notice was published in the Muskegon Chronicle on January 27, 2019. It was also noted that letters were sent, as required, to all properties within 300 feet, which was done on January 25, 2019. The Affidavit of Publication will be included with these minutes.
- **Applicant Presentation:** Mrs. Spytma stated she is seeking a Special Land Use approval as required by the ordinance to have a Group Home Daycare facility to care for up to 12 children. She stated the property had been used for this purpose by the prior owner.
- **Zoning Administrator Summary:** ZA Theresa Maner wrote a staff report that she had supplied to the PC Members one week ago. She noted she has been in regular contact with Mrs. Spytma since receiving her SLU application. She added she has reviewed the requirements of the ordinance and discussed them with Mrs. Spytma and Mrs. Spytma has been very cooperative and provided all the necessary information. Site visits have been conducted and pictures of the facility provided. ZA Theresa Maner noted the Zoning Ordinance Sections that are applicable to this application and review process; Chapter 6 – R2 Single Family Residential District (6.03.F), Chapter 17 Special Land Use (17.05.H) and Chapter 15 Site Plan Review. ZA Theresa Maner noted all ordinance requirements have been met by the applicant.
- **Public Comment:** There were no persons present, and no one speaking in favor of or in opposition to the SLU application being reviewed.
- **Correspondence:** There was one piece of written correspondence received from Nathan Smith of 4236 W. Giles Rd which was read aloud and expressed support for the application. A copy will be attached to these minutes.
- **Applicant Rebuttal:** None
- **Planning Commission Deliberation & Decision:** Cindy Zaagman and June Earhart expressed appreciation for the complete and comprehensive application and packet of information and staff report. Eric Anderson commented on the need for child care in the Township with several others in agreement and Don Nellis and others noting the pictures show a perfect set up and lovely facility. June Earhart moved to approve the Special Land Use request by Dana Spytma for a Day Care Group Home as it has been shown all applicable Zoning Ordinance requirements in the following sections have been met; 6.03.F, 17.05.H and 15). Cindy Zaagman supported the motion. A roll call vote was taken.
Voting in support of the motion: Cindy Zaagman, June Earhart, Eric Anderson and Don Nellis
Voting in opposition of the motion: None

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- **Close Public Hearing:** Cindy Zaagman moved to close the public hearing. June Earhart supported the motion and the motion carried by voice vote.

PUBLIC COMMENTS AGENDA ITEMS ONLY: **NONE**

CORRESPONDENCE:

- Planning & Zoning News – January & February 2019 issues distributed for informational purposes – no discussion
- MTA 2019 Conference April 1-4, 2019 in Grand Rapids – ZA Theresa Maner noted this is being offered for training and if there are any sessions/classes anyone wants to take let her know.
- APAMI onsite Workshop Program – ZA Theresa Maner updated the PC members on getting something set up and potential dates were discussion. ZA Theresa Maner was directed to try to set something up on Wednesday May 1, 2019.
- Master's Citizen Planner and ZBA Class Information – ZA Theresa Maner talked about attending the classes and getting good training/information. She noted getting the Master's Citizen Planner certification requires her to make a presentation, which she will be giving to the PC in a few minutes, and the ZBA class and certification has a final test that takes on average, 12 hours to answer nearly 300 questions.

UNFINISHED BUSINESS:

- **Park & Rec Plan 5 year Review/Survey Update:** ZA Theresa Maner noted the online survey “went live” today. She emailed a link to all PC members and Twp Staff and Elected officials. It was also posted on the Township Facebook Page and Township Website and there is an article in the newsletter that is being mailed out with the annual assessment notice February 22nd. The survey will be available to take until March 10, 2019 and then results will be tallied and brought to the PC at their March meeting on the 13th. Eric Anderson commented on the “ranking the parks” question and suggested a minor change to the verbiage as he doesn't use all the parks and the question is confusing – Theresa will adjust it. Don Nellis noted the plan has been looked at some time ago and some updates for dates/pictures have been made to the document, and he suggested the updated document be sent out to PC members before the next meeting. There was also discussion about holding a Public Open House, Kim Arter talked about how the Public Open House has been conducted in previous years. She also noted it is important when scheduling it to consider things like spring break dates and dates after “snow birds” have returned in the spring to encourage as much public participation possible. There was also discussion of the timeframe for this review to be completed (by the end of this year), as well as the review of the entire Master Plan, which the Park and Rec plan is just one chapter of. Don Nellis suggested it might be wise to get the Master Plan ready at the same time so just one public hearing and public hearing publication will be needed to save time and money. Don Nellis also asked if ZA Theresa Maner could put together a comprehensive timeline of when things need to be accomplished; the survey, the open house, the public hearing (publication time etc) as the Planning Commission must make a recommendation to the Board of Trustees regarding these documents (Park & Rec and full Master Plan) and then the Board is tasked with the final decision on adoption. No action was taken – discussion only.

NEW BUSINESS:

- **Master Citizen Planner 20 Minute Capstone Presentation by Theresa Maner for Certification Credentials:**
 - Topic: Site Plan Review – Theresa Maner introduced herself and summarized the reason for the presentation was to complete her Master Citizen Planner course and receive her certificate. She also noted she chose Site Plan Review as her topic as it is something that is currently very relevant to the Laketon Township Planning Commission, especially newer members that haven't been through a site plan review project before. Theresa began her power point presentation; she talked about what site plan review is, why it is necessary and what types of information needs to be looked for on a site plan drawing and some of the reasons these items are important to the site plan review process. Theresa then presented a fictitious site plan for a mock development, including an overall site plan drawing and drawings of each building in said mock site plan. She then went through an exercise of reviewing the plan and noting things that were missing from the

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site plan and the findings of that review based on the mock plan as it was shown. At the end, she thanked everyone for attending and they thanked her for the informative presentation.

PUBLIC COMMENTS:

- Kim Arter – thanks the PC members for attending the joint work session to work on the 5 yr. Capital Improvement Plan.
- Eric Anderson noted he will miss the April and June meetings – he will email Theresa.
- Don Nellis commented that in the future he'd like to see any public hearings be published with a start time of 6:00 pm, take roll call and immediately start the public hearing and then do the regular monthly meeting business, rather than have to sit and wait for several minutes to get started.

BOARD REPORTS:

- Board of Trustees – Cindy Zaagman reported the Board recently approved a change to sewer billing for non-residential users that have municipal water to base their sewer usage bill on their meter reading for water rather than a flat rate, she noted non-residential users without municipal water and residential users will remain on the flat rate system. Kim Arter also noted that while some non-residential users will see a decrease in their bill by using this system, others will see an increase – but it is more equitable as those that use more will pay more and those that use less will pay less. Cindy and Kim also reported the Board recently passed an ordinance that prohibits marijuana dispensaries in Laketon Township. It was pointed out that while recreational marijuana passed overall in the State of Michigan, it got more “no” votes in Laketon Township than “yes” votes.
- ZBA – Eric Anderson noted that there has be no ZBA activity.

ADJOURN: June Earhart moved to adjourn the meeting. Eric Anderson supported the motion. The motion carried and the meeting adjourned at approximately 7:25 pm.

Respectfully Submitted:

Veronica West
Recording Secretary