

Laketon Township Planning Commission
January 13, 2021 Regular Meeting Minutes – Approved 02/10/2021

Meeting Held via Zoom under COVID-19 regulations

CALL TO ORDER: Vice Chairperson Paul Hoppa called the meeting to order at 6:02 pm

PLEDGE OF ALLEGIANCE:

ROLL CALL:

- **Swearing in of New &/or Renewed Members:** Notary Public Veronica West asked DJ Hilson, June Earhart and Suzanne Lockwood-Hayes to raise their right hand as she read the oath and they each affirmed to the oath. It was noted that each of them would need to sign the Oath of Office paperwork – which could be done curbside at the Township Hall during office hours or by sending them the form and them getting it notarized.
- Present: Eric Anderson, DJ Hilson, June Earhart, Paul Hoppa, Dave Mieras and Suzanne LockwoodHayes.
**During roll call, all responded with their name and current location in Laketon Township*
- Absent w/notice: None
- Also present: Zoning Administrator Theresa Maner, Recording Secretary Veronica West, Township Supervisor Kim Arter and Township Attorney David Bossenbroek.
- **Election of Officers:** Before getting started with the election of officers, Vice Chair Paul Hoppa announce the resignation of Chair Don Nellis and thanked Don for the outstanding job he has done over the years. Dave Mieras and June Earhart voiced their appreciation as well. Vice Chair Paul Hoppa also welcomed new member Suzanne Lockwood-Hayes and allowed her to introduce herself. She stated she has lived in the area for about 6 years and has found the community to be very warm, open and welcoming. She stated she is an attorney and has served on a county planning and zoning commission in the past.
 - **Chairperson** – Eric Anderson nominated Paul Hoppa for Chairperson and June Earhart supported the nomination. Paul Hoppa respectfully declined the nomination. After brief discussion Dave Mieras moved to table electing a chairperson until the next meeting. June Earhart supported the motion. The motion carried by voice vote.
 - **Vice-Chairperson** – Eric Anderson nominated Paul Hoppa for Vice-Chairperson and June Earhart supported the nomination. Paul Hoppa accepted the nomination and a voice vote took place and the motion passed.
 - **Secretary** – Paul Hoppa nominated Dave Mieras for Secretary and DJ Hilson supported the nomination. Dave Mieras was accepting of the nomination. The motion carried by voice vote. ○
JPC Member – Paul Hoppa asked Zoning Administrator Theresa Maner to discuss. She noted that this position does not need to be filled at this time as it has been several years since the Muskegon County Joint Planning Commission has been active or met in any way.
 - **ZBA – PC Rep** – Paul Hoppa turned the floor over to ZA Theresa Maner who thanked Eric Anderson for his years of service in this capacity, but noted his new capacity as the Board of Trustees liaison on the PC as he was elected as a Trustee for Laketon Township in the November 2020 General Election. She asked Eric to summarize the position of PC Rep on the ZBA. He explained that the PC member chosen then also sits as a voting member on the Zoning Board of Appeals. He gave a brief summary of the types of situations/applications that are brought to the ZBA, noting it is not always easy, but typically not more than 1 or 2 applicants per year come before the ZBA. Township Attorney Dave Bossenbroek elaborated and explained the ZBA is an appeals board that property owners can come to in order to request relief from either a decision made by the Zoning Administrator or from Zoning Ordinance requirements, a typical case would be for something like setbacks from property lines where physical characteristics of the land make it difficult to follow the regulations. Eric Anderson nominated Suzanne LockwoodHays to the position of PC Rep on the ZBA and DJ Hilson supported the motion. The motion carried by voice vote.

APPROVAL OF AGENDA: June Earhart moved to approve the agenda as presented. DJ Hilson supported the motion. The motion carried by voice vote.

APPROVAL OF MINUTES: Eric Anderson moved to approve the minutes of 10/14/2020 as presented. June Earhart supported the motion. The motion carried by voice vote.

PUBLIC COMMENTS on AGENDA ITEMS ONLY: **NONE – no public present.**

CORRESPONDENCE

- Planning & Zoning News: ZA Theresa Maner noted she has several issues to distribute when we can again meet in person rather than online via Zoom.
- 2020 Summary of Planning Commission Activity – ZA Theresa Maner noted that Don Nellis fulfilled a final duty as chairperson and submitted his 2020 summary – which she will email to everyone for their information.

UNFINISHED BUSINESS:

- **Master Plan (Review):** ZA Theresa Maner reminded everyone that the Recreation Plan review (which is a chapter within the Master Plan) was completed, but now the rest of the review needs to be completed with possibly some minor edits. Eric Anderson also commented that this is just a required review – it isn't necessary to re-write of the plan. No action taken at this time.

NEW BUSINESS:

- **PC Annual Meeting Dates:** ZA Theresa Maner put together a list of the monthly meeting dates based on the longstanding 2nd Wednesday of the Month policy for holding PC meetings. It was noted there were no holiday conflicts with any of the meeting dates this year. DJ Hilson moved to approve the 2020 list of meeting dates as presented. June Earhart supported the motion. The motion carried by voice vote.
- **CIP – Joint Worksession w/the Board of Trustees:** ZA Theresa Maner noted this is another annual duty of the PC and the Board, it typically takes about an hour and has successfully been held in prior years in February an hour before the regular monthly meeting, which this year is scheduled for February 10, 2021 at 6:00 pm. Discussion covered whether the worksession would be in person or via Zoom again, and it was noted that is unknown at this point. Eric Anderson noted that the current law that allows virtual public meetings goes through March 30, 2021. Township Attorney Dave Bossenbroek suggested posting the meeting as virtual and in-person if COVID regulations allow and then the posting covers both options and will not need to be changed later. DJ Hilson moved to invite the Laketon Township Board of Trustees to a joint worksession on February 10, 2021 at 5:00 pm for the purpose of working on the CIP Plan. June Earhart supported the motion. The motion carried by voice vote.

PUBLIC COMMENTS: **NONE – no public present**

BOARD REPORTS:

- Board of Trustees: Eric Anderson reported, that as a newly elected Trustee he has attended MTA training and attended his first meeting. He expressed comfort with his new position and excitement for learning the financial aspects and moving forward.
- ZBA: Eric Anderson reported no new activity or applications to the ZBA.

ADJOURNMENT:

- DJ Hilson moved to adjourn the meeting. June Earhart supported the motion. The motion carried by voice vote at 6:41 pm.

Respectfully Submitted:

Veronica West
Recording Secretary