

## **PLANNING COMMISSION MEETING MINUTES - MAY 15, 2025**

The meeting was called to order at 4:00 pm by chairperson Jenny Irvine.

**MEMBERS PRESENT:** Phil Bontrager, Victor Senk, Jenny Irvine, Christine Lundquist, Paul Williams, Rod Lowe, and Walt Mixon.

**AGENDA:** Two corrections were noted for the agenda. It lists the day as Monday when it should be Thursday, and the minutes to be reviewed are dated May 5, 2025, not 4/29/25. With these changes the agenda was approved on a motion by Christine with support by Paul.

**MINUTES:** The minutes of May 5, 2025 were approved on a motion by Rod with support by Paul.

**PUBLIC COMMENT:** There was no public comment at this point. Jenny read a letter received from Larry & Shirley Vanderlan regarding their preference that the R1 district be brought back into the zoning ordinance.

**ZONING ORDINANCE DRAFT REVIEW:** Jenny asked Victor to resume review of his questions/concerns from where we stopped at the last meeting.

Pg 6-5 Sec. 6.9.D.7 - asked if 50 ft should be changed to 100 ft. After discussion it was decided to leave it at 50 ft.

Pg 7-4 Sec. 7.10.E - chimney height was discussed. It was agreed to leave as it is.

Pg 7-6 Sec. 7.10.E - Victor asked why there is a maximum height for flagpoles. It was agreed to ask the consultant if there is a legal reason for this.

Pg 7-6 Sec. 7.10.F - What does "Barns & silos" mean? Ask consultant to clarify.

Pg 7-10 Sec. 7.13 letter J - Victor questioned number of days allowed. After discussion it was agreed to leave as it is.

Pg 7-10 Sec. 7.15.D - Victor questioned why the square footage differed by district. Members could not remember the reasoning. It was agreed to change all to 400 sq ft.

Pg 7-14 Sec. 7.22 It was agreed that we should add at the end of the paragraph, "The Township shall clear area at owners' expense after 24 months from damage event."

Pg 7-14 Sec. 7.24 It was agreed to add "The Township maintains easement rights on any street, alley, or other public way that is vacated." Also add " see also Sec. 4.2.7."

Pg 7-20- Table 7-1 Victor questioned the 4th column, Surface Type requirements. After discussion, it was agreed to change the column for both lots 2-15 and >15 to

'1 ½" Top course, 1 ½" intermediate course with 6 inch gravel base over 12" class two subbase, or as recommended by a soils engineer with back up that identifies calculations of how they arrived at the pavement cross section."

Pg 7-20 Table 7-1 column 2 was questioned by Paul. He noted 66 ft was a lot. It was agreed that the Road Commission and Alger Delta should be contacted regarding their requirements.

Pg 10-3 Sec. 10.5.1.J change reference to section 21.7 to 21.6

Pg 10-4 Sec. 10.8.5 - Change "may be" to "must be" recorded.

Pg 10-6 Sec. 10.12.4.A.3 and B.6 - after discussion it was decided to leave as is.

Pg 10-7 Sec. 10.12.5 Victor suggested some additional restrictions, but the consensus was to leave as is.

Pg 10-21 Sec. 10.12.32.C.5.B - Victor asked if we should add a requirement for annual inspection of the septic by the health dept. It was decided this was not necessary.

Pg 12-1 Sec. 12.2.C change "national basis" to "federal governing basis".

Pg 12-7 Table 12-1 It was agreed to make the minimum open space in all listed districts as 50%

Pg 14-4 or 5 Table 14-1 add note "Applicant shall define ADA parking and applicable ramp location requirements that are required for proposed site, identify the number of ADA parking spaces required by the American Disabilities Act and the parameters of each space proposed"

Pg 14-9 Figure 14-1. Need to add ADA parking section and space dimensions applicable to applicant's business and ADA requirements.

Pg 15-1 Sec. 15.2 It was agreed to add, "Down lighting or shielded lighting requirements for all site lighting. Applicant to furnish a photometric designed light plan layout and specification of fixtures proposed. Footcandle breakdown for entire site plan. Note that intent of lighting plan is to identify light levels throughout proposed site". and that no bleed over onto adjacent properties will occur."

Pg 18-11 Sec. 18.8.1 - Victor suggested some wording change. It was agreed to leave as is.

Pg 18-14 Sec. 18.9.3.M change reference to Sec. 7.13

Pg 18-31 Sec. 18.24.3.A add "wetlands" after ponds.

Pg 18-24 Sec. 18.24.3.G - add "Detention or retention basin shall be designed by a civil engineer based off 100 year rain event."

Pg 18-32 Sec. 18.24.3.L - add "see section 15.2 lighting requirements."

Pg 18-33 Sec. 18.25.N delete last sentence.

Pg 18-34 Sec. 18.25.2.A - add "and Federal EPA when applicable"

Pg 21-3 Victor asked about illegal logging. Leave as is.

Jenny invited Phil to begin review of his questions.

Pg 4-12 Lodging & Accommodations lists IBZ, but it needs to be added to Sec. 10.12.4

Pg 4-16 Permitted districts column, 3rd box down lists "HR" which does not exist. Delete.

Pg 7-8 Sec. 7.13.1.B.2 was reviewed. Leave as is.

Pg 7-9 Sec. 13.1.H - After review, leave as is.

Pg 7-11 Sec. 7.16 paragraph 3 - Is there a need to have a minimum size on a recreational structure? It was agreed to ask the consultant for input.

Pg 7-15 Sec. 7.25.C - Phil questioned 200 ft. After discussion it was decided to leave as is.

Due to the time, Jenny suggested we pick up with Phil's question on 9.2.C at the next meeting, as well as questions Walt & Rod may still have.

**OTHER:** The transient merchant ordinance is under review at the Township's next meeting. Jenny noted that the Master Plan and related public surveys show that preserving the bay view is important. Jenny made a motion, seconded by Paul, that the Planning Commission write a letter to the Township Board noting this. Motion carried.

**PUBLIC COMMENT:** Cassandra Hildebrant discussed pg 4-12 related to IBZ and organized camps. Larry Vanderland reiterated his preference that the R1 zone be maintained and expressed the need for ordinance enforcement.

**ADJOURNMENT:** The meeting was adjourned on a motion by Christine with support by Paul.