

**Minutes**  
**Regular Meeting & Public Hearing**  
**Crystal Lake Township Planning Commission**  
**7:00 PM January 22, 2020**  
**Crystal Lake Township Hall**

1. CALL TO ORDER at 7:03 pm by Chairman Greg Wright.

2. ROLL CALL AND RECOGNITION OF VISITORS

Present: Commission Chairman Greg Wright

Commissioners Bill Herd and Tammy May

Excused: Commissioners Lee Ewing and Mike Pasche.

Also Present: Zoning Administrator Tom Kucera; Recording Secretary Jeannette Feeheley.

Recognition of Visitors: (As listed on the Sign-Up Sheet):

- Jerry Lewallen, Resident
- Melissa Hamp, Crystal Lake Watershed Association
- Steve Stephens, Crystal Lake Watershed Association
- Monica Schultz, Crystal Lake Watershed Association & Resident
- Dave Wynne, Crystal Lake Watershed Association & Resident
- Elizabeth Rodgers, Crystal Lake Watershed Association and Resident
- Susan Kirkpatrick, Crystal Lake Watershed Association and Resident
- David Seronsen, Crystal Lake Watershed Association and Resident

3. CALL FOR CONFLICT OF INTEREST: None presented.

4. CORRESPONDENCE: Chairman Wright reported receipt of notice from Anne Kullenberg and that she is not present today but Mr. Lewallen is attending on her behalf. Chairman Wright mentioned that Capital Improvement and the Crystal Lake Overlay will be the main topics of tonight's meeting.

5. APPROVAL OF MINUTES OF REGULAR MEETING OF NOVEMBER 20, 2019:

**Wright moved that the Minutes of the Regular Meeting of November 20, 2019 be approved. Herd seconded, all ayes. Minutes approved.**

6. APPROVAL OF AGENDA:

**Wright moved that the proposed Agenda be approved. Herd seconded, all ayes. Agenda approved.**

7. PUBLIC COMMENTS: Chairman Wright asked if anyone wished to speak; those present declined at that time.

8. REPORTS TO THE COMMISSION:

A. Chair Report:

Chairman Wright said he had nothing to report.

B. Zoning Administrator Report:

Zoning Administrator Kucera reported that there were the typical amount of 30 to 31 permits issued for the year just ended.

### C. Zoning Board of Appeals:

- Zoning Administrator Kucera reported that the Zoning Board of Appeals had met Dec. 30<sup>th</sup> on an Applicant's request regarding his property, and that the meeting was attended by a large number of attendees. He reported the Board of Appeals at that meeting denied the Applicant's request.

- Zoning Administrator Kucera reported receiving Notice from the Michigan Department of Great Lakes and Energy of a Public Hearing on an Applicant's request to replace his 1966-67 deteriorated seawall with a steel or vinyl sheet wall to protect his property on an eroding bluff overlooking Lake Michigan.

- Zoning Administrator Kucera reported receiving a communication regarding one of the rules of the State of Michigan on the personal residence exemption for property tax purposes, that is, that any property owner renting a property more than 14 days jeopardizes losing their personal residence exemption.

- A commissioner asked if the Zoning Administrator would be looking into the Casey Road property about the concerns raised in an email they had received. Zoning Administrator replied that the property owner does not yet actually have a Special Land Use Permit as he has not yet met all the conditions the Planning Commission had required. Administrator said he shall soon be writing the property owner a letter.

## 9. UNFINISHED BUSINESS

### A. Review Current Ordinance Article 24 – Crystal Lake Watershed Overlay

Zoning Administrator Kucera reported that the Crystal Lake Watershed Association (CLWA) will be bringing in more information in the future to add to their previous presentation, so, preparatory to that, he is bringing the Commissioners tonight information on what is current. He provided the Commissioners a number of pages of information about relevant Ordinance Sections, Overlay Articles, history, and maps of the Watershed Overlay and surrounding area. He went through some history of zoning within the entire County, and pointed out sections within the current Overlay and Ordinances that could use clarification. He and the CLWA are working together to try to consolidate some ordinances for clarity and eliminate some identified conflicts. He also mentioned that there have been instances that have not been addressed of wholesale removal of vegetation for no reason, and that this causes concern. Commissioners looked at all the pages of information and discussed some points with the Administrator. Chairman Wright commented that they are very fortunate to have the Crystal Lake Watershed Association weigh in on these matters.

### B. Solar Ordinance

Chairman Wright suggested Commissioner Herd and Administrator Kucera meet with him to tackle this issue prior to a public meeting. They so agreed; date to be determined later.

## 10. NEW BUSINESS

### A. Adopt Annual Planning Commission Meeting Schedule

Chairman Wright said the Commission sets its annual meeting schedule the beginning of each year. He proposed that the Commission continue to meet at 7 pm at the Township Hall the

fourth Wednesday of each month except for its several usual exceptions, and proposed adoption of the following schedule:

2020:

February 26

March 25

April 22

May 27

June 24

July 22

August 26

September 23

October 28

November 18

December – no meeting, as usual

2021:

January 27, 2021

**Chairman Wright moved the meeting schedule as presented be approved. May seconded. All ayes. Motion approved. Meeting Schedule Adopted.**

**B. Capital Improvement Plan 2020**

Chairman Wright explained it is among the responsibilities of the Planning Commission to make suggestions to the Township Board regarding capital improvements of the Township's assets, whose categories are the Township Building Hall, Township Roads, and the Township Cemeteries. He provided a written overview and the 2020 Capital Improvement Project Schedule. He listed some of the deficiencies of the Township Hall. Ideas put forth have been to either expand the current space or add an addition or build new. Previously, the Township had dealt with the Hall's basement area. He felt there was yet no consensus within the Board or the Community what to do, and that a lot of repairs had been made to the Township Hall. Chairman Wright said that while the Township does not have a lot of assets, those assets have been neglected. He said the Township Board is aware of the problem and has been trying to make improvements. He said the Planning Commission's duty in this regard is to make recommendations. He provided a chart for the Commissioners and Zoning Administrator to list how each of them would rank the importance of various items in the Capital Improvement Project. He also provided the ranking chart to anyone attending who wanted to participate, and some did. After all who wished had completed their charts, Chairman Wright collected the ranking charts and said the results would be tallied later.

**C. Consider PC By-Laws; adding Training Requirement**

Chairman Wright said that while all the Planning Commissioners had taken Citizen Planning Training, he wondered whether it would behoove the Commission to make it a requirement for the future. Commissioner May commented that it is a good idea to take the training. Attendee Steve Stephens asked and was given permission to speak. Mr. Stephens pointed out that state law already requires any member of a Planning Commission to take the training within one year of going onto a Planning Commission. Consensus was that adding such a requirement into the Planning Commission By-Laws would, therefore, be unnecessary.

11. PUBLIC COMMENTS: None offered.

12. OTHER BUSINESS: None.

13. ADJOURNMENT

Chairman Wright adjourned the meeting with the Commissioners' consensus at 7:58 pm.

The next regularly scheduled meeting is set for 7 pm, Wednesday, February 26, 2020.

Respectfully submitted,  
Jeannette Feeheley, Recording Secretary