

**Minutes of Regular Monthly Meeting  
Crystal Lake Township Planning Commission  
7:00 PM July 27, 2022  
Crystal Lake Township Hall**

1. CALL TO ORDER at 7:00 pm by Chair Greg Wright

2. ROLL CALL AND RECOGNITION OF VISITORS

Chair Wright welcomed visitors and called the Roll at 7:00 pm.

Present: Commission Chair Greg Wright  
Commissioner Mike Pasche  
Commissioner Lee Ewing

Commissioner Dr. William Northway entered at 7:04 pm

Staff present: Zoning Administrator Tom Kucera  
Recording Secretary Jeannette Feeheley

Visitors: Kari King  
Jeff Ferrel

3. CALL FOR CONFLICT OF INTEREST: None.

4. CORRESPONDENCE:

Chair had none to report. Zoning Administrator said he had received a few citizens' letters connected to the proposal to be presented tonight, as well as letters concerning issues at certain road ends but they involved matters for the Township Board, not the Planning Commission, as the matters involve a policing ordinance, not a planning ordinance.

5. APPROVAL OF MINUTES OF REGULAR MEETING AND PUBLIC HEARING OF JUNE 22, 2022 AND SPECIAL MEETING OF JULY 11, 2022

**Wright moved approval of the proposed Minutes of June 22, 2022. Ewing seconded. All ayes. Minutes approved.**

**Wright asked for amendment of the proposed Minutes of July 11, 2022, by removal of the words "Motion failed" in the second to last paragraph on page 4 due to the fact that his motion did not fail from lack of votes because it had not received its required second, and thus no deliberation had been allowed nor vote taken. With this change, Wright asked for approval of the Minutes as amended. Ewing seconded. Minutes as amended approved.**

6. APPROVAL OF AGENDA

**Wright asked for the visitors' presentation to be added to the Agenda following Item 7, Public Comments, and then moved approval of the agenda as amended. Ewing seconded. All ayes. Amended Agenda approved.**

7. PUBLIC COMMENTS: None

## 8. PRESENTATION BY VISITORS REGARDING THEIR GEORGE STREET PLAN

Zoning Administrator had previously explained this matter is a pre-application and quick presentation related to the packet of information that he had provided the Commissioners of a plan by today's visitors. He said the matters involved would require notification to the County but since the County has disbanded their Planning Commission he did not expect the County Board of Commissioners to respond.

Jeff Ferrel, from Roanoke, Virginia, said there are 4.99 acres his company wishes to develop in the RP2.5 zoning district at the corner of Michigan Avenue and George Street, with the sites fronting on George Street. He said they are trying to figure out the best use of the land and would like to continue the same streetscape that is already there with houses of similar size fronting George Street. He envisages an asking price of \$275,000 - \$300,000 per home, and a total number of six houses. He said he already has tentative approval from (Frankfort City Manager) Josh Mills to connect to Frankfort's sewer and water.

Pasche asked if construction would be same quality as current housing? Ferrel answered they have to match the quality and scale of what is already there in order to make the project work in that \$275,000-\$300,000 range. They are asking for a rezoning to allow for the development and in so doing, they would agree to conditions within the zoning to give assurance of following their plan and that nothing down the road could change such. Zoning Administrator explained that rezoning would be required to allow the land division. Ferrel envisaged it as rezoning with conditions he would meet. Zoning Administrator said they've never enacted conditional zoning and he would contact the Township Attorney on that question. Zoning Administrator suggested any rezoning should be R3 rather than R2 as R3 allows for water and sewer from the City.

Zoning Administrator said he needs the applicant to send him a PDF on these matters. Kari King, who represents Mr. Ferrel as the local realtor involved, said she would get that PDF to the Zoning Administrator.

Wright asked if this is the only land you own here and was answered yes. Wright asked for the applicant's experience with development and Ferrel gave a brief history of his related work experience and his company's work in five states. He said they work with local vendors. Kari King said that, speaking on Mr. Ferrel's behalf, she sees a lot of such proposals that often fail before even getting off the ground, but that she is confident Jeff and his company are able to achieve their goals.

Zoning Administrator asked if they could submit samples of house style and was answered yes. Ferrel asked the proposed schedule for consideration and the advertising requirements in Michigan? Zoning Administrator said a reasonable time frame would be sixty days to a public hearing. Commissioners explained that advertising has to be planned ahead as we have a weekly newspaper, not a daily.

Pasche asked Zoning Administrator if he would have a report on the matter for the Commissioners by the August Planning Commission meeting, and was answered yes. Ferrel was asked for contact information and left his business card with the company name of Terra Innovation, plus a phone number and email address. As this presentation had concluded, Ferrel and King departed, and no visitors remained for the rest of the meeting.

## 9. REPORTS TO THE COMMISSION

### A. Chair Report

Chairman Wright expressed great disappointment in last month's Special Meeting. He was especially disappointed that the Commissioners did not engage in any deliberations concerning their options for approval or denial of the applicant's application, and this, after Commissioners not having opportunity for deliberations for seven previous months of necessary information gathering. He said he should not have to apologize for standing up for the ordinance. He tried, with his motion for Option 2, to at least open the matter up for Commissioners' discussion and deliberation but his motion did not get a second. He felt the Commissioners should have engaged in open discussion on all the options before them, including approval, approval with conditions, and denial, but there were no deliberations of the various options, only deliberation on the conditions to be attached to an approval.

### B. Zoning Administrator Report

Zoning Administrator provided Commissioners a 2022 Zoning Department Permit Log to date.

### C. Zoning Board of Appeals

Zoning Administrator had no activity to report.

## 10. ELECTION OF OFFICERS

**Wright moved that the Planning Commission keep the Officer positions as currently held and constituted. Ewing seconded. All ayes. Motion passed.**

## 11. UNFINISHED BUSINESS

### A. Capital Improvement Work Session

A handout with a cover memo and two-page chart of items currently listed by the Township as Capital Improvement Projects was used by the Commissioners, after extensive discussion, to render their individual evaluation and ranking for priority status of each item. Zoning Administrator will tabulate the rankings and report the results at the next meeting. There seemed to be consensus that the township roads are now adequately maintained and no longer need to be prioritized, that development of universally available broadband is a high priority but how to address it is the problem, that the township hall has serious privacy, safety, room capacity, and parking capacity deficiencies, plus lack of a needed conference room, plus the need to address adequate protection of the public records the Township is legally required to maintain. Discussion included the possible construction of a building to house administrative offices on land adjacent to the Township Hall that the Township owns, while retaining and using the current historic Hall for non-office needs, and that such a second building might alleviate some of these needs, if the Township Board would agree to spend the money it has on hand.

### B. Short Term Rentals Discussion

Zoning Administrator handed out the draft of a Short Term Rental Ordinance being considered by the City of Frankfort. He expects it will come for a vote at their September meeting but that there are issues he feels, and the Commissioners feel, have not yet been fully addressed in the City's proposed Ordinance. Within Crystal Lake Township itself, administration and enforcement of any Ordinance the Township might create is a concern, as the Township is not able to maintain a 24-hour presence of personnel to answer phones or address problems and

complaints that arise all hours of the day and night. Zoning Administrator pointed out that an administrative infrastructure should be there first, whether in Frankfort or within the Township and that such is not there now in either governing body, although Frankfort at least has two police officers. After much discussion, consensus ensued that the Commissioners would wait to see what Frankfort does before attempting to take up this matter for Crystal Lake Township.

12. PUBLIC COMMENTS: None.

13. OTHER BUSINESS: None.

14. ADJOURNMENT: Wright adjourned the meeting at 9:10 pm.

Respectfully submitted,

Jeannette Feeheley, Recording Secretary

Next Regularly Scheduled Meeting:

7 pm, Wednesday, August 24, 2022, at Crystal Lake Township Hall.

Chairman Wright announced he would not be present to chair the next regularly scheduled meeting in August, and that he would notify Vice Chair Herd of such.

Attachments:

- George Street petition from Terra Innovations;
- 2022 Zoning Permits Processed to date;
- 2022 Capital Improvement Plan cover memo;
- 2022 Capital Improvements Spreadsheets;
- City of Frankfort Short-Term Rental (STR) Draft Ordinance