

**Minutes of Regular Monthly Meeting
Crystal Lake Township Planning Commission
7:00 PM Aug. 24, 2022
Crystal Lake Township Hall**

1. CALL TO ORDER at 7:00 pm by Vice Chair Bill Herd, who presided.

2. ROLL CALL AND RECOGNITION OF VISITORS

Secretary Dr. William (Bill) Northway called the roll:

Present: Commission Vice Chair Bill Herd
Commissioner Mike Pasche
Commissioner Lee Ewing
Commissioner Dr. William Northway

Staff present: Zoning Administrator Tom Kucera
Recording Secretary Jeannette Feeheley

Visitors: Jack Brown, George Street resident
Monica Schultz, member of the Crystal Lake Watershed Association
Brenda Mead, Manager, Crystal Lake RV Park

3. CALL FOR CONFLICT OF INTEREST: None.

4. CORRESPONDENCE:

Vice Chair had none to report. Zoning Administrator said he had received an email from Township resident Sue Sullivan which he had passed on to the Commissioners. Herd asked that Sue Sullivan's letter be added to the Agenda under Old Business.

5. APPROVAL OF MINUTES OF REGULAR MEETING OF JULY 27, 2022

Pasche moved approval of the proposed Minutes of July 27, 2022. Ewing seconded. All ayes. Minutes approved.

6. APPROVAL OF AGENDA

Pasche moved approval of the agenda as amended to add Ms. Sullivan's emailed request as an action item under Unfinished Business. Ewing seconded. All ayes. Amended Agenda approved.

7. PUBLIC COMMENTS: None

8. REPORTS TO THE COMMISSION

A. Chair Report: None

B. Zoning Administrator Report

Zoning Administrator reported he has received 27 applications at this point, about average for the year so far.

C. Zoning Board of Appeals

Zoning Administrator reported nothing pending before the Zoning Board of Appeals. Herd asked for an update on Figg Rd. Zoning Administrator reported no one seems to know why the trenches were dug there. He said the catch basins overflow on a regular basis. Part of the problem was how the County built the road with the view of protecting the longevity of their road surface. He said it is not something zoning can address, but that the Crystal Lake Watershed Association is arranging a meeting with EGLE and will be discussing the situation with the County Road Commission. The question is how to slow down the water so that it drains

into the soil rather than entering the lake.

10. ELECTION OF OFFICERS: Already addressed in a previous meeting.

11. UNFINISHED BUSINESS

A. Capital Improvement Work Session: Review 2022 Plan: Consider forwarding to CLT Board

Zoning Administrator provided a proposed summary chart of the Planning Commissioners' ranking of capital improvement projects along with a copy of Commission Chair Greg Wright's proposed cover letter to the Township's Board of Trustees. Pasche referred to the chart listing of Broadband; he agreed with naming Broadband as a priority and recommending the use of projected \$101,200 ARPA funds as a funding source, but objected to having \$101,200 listed under the chart column of "Estimated Cost". He said that how to solve the need for Broadband access county-wide has not yet been determined, a Broadband project has not yet been identified, and without such, an "Estimated Cost" of \$101,200 cannot be a valid number. Discussion ensued that no one yet knows the actual cost of such project, how such a project will be defined, and how and if the Township will be involved in what is happening at the County level. Commissioners agreed to amend the Chart thusly, keep the dedication of \$101,200 ARPA funds towards the priority of Broadband, but delist \$101,200 from the column "Estimated Cost", and to add a sentence composed by Commissioner Herd to the cover letter: "We've identified Broadband as a priority but the Planning Commission needs to investigate how we can make progress on that."

Pasche moved that they send the amended letter and amended chart to the Township Board of Trustees as the Planning Commission's annual recommendation regarding Capital Improvement. Ewing seconded. All ayes. Motion passed.

B. George Street Proposal: Review and Consider Scheduling Public Hearing

Herd asked if there is an overwhelming reason to change the zoning per the applicant's wish? Pasche said there is no reason to rezone and no reason not to rezone. Pasche said it is very difficult to guarantee long term that any development claiming to be affordable housing would remain such permanently. Discussion ensued about whether this would be spot zoning and perhaps better to rezone all of George Street, as some of those properties are non-conforming but allowed because developed prior to zoning ordinances. The undeveloped properties are adjacent to City utilities and Zoning Administrator is going to ask the Frankfort City Manager for a specific letter stating that such utilities would indeed be available if the properties are developed.

Jack Brown, member of the public, volunteered that all the homes on the north side of George Street are hooked up to City water and sewer. Kucera reported on Frankfort's formation of a Housing Alliance that is looking at property behind the A & W for work-force or affordable housing, and the intricacies of the financial matters involved. Zoning Administrator recommended the Commissioners ask the developer for more financial information. Jack Brown said that's why he is there, that all sorts of stories are going around and he and his fellow George Street residents don't know what to expect. Zoning Administrator assured him there will be notices and all owners on George Street will get letters if and when the Planning Commission itself is in a position to move on the application. He said that the developer has said that all six proposed lots would be 109 feet wide by 329 feet deep. Zoning Administrator also recommended that if the Commissioners take up any rezoning, that they consider rezoning the whole north side of George Street rather than doing spot zoning just for the new development, and that this would put all those properties into their proper zone category. The Commissioners agreed to set a public hearing for the purpose of hearing comments from the public at their next

regularly scheduled meeting on September 28th.

C. Sue Sullivan's Email

Brenda Mead reported that she had told Commissioners previously that at least three sites at the RV Park have been set aside for workforce housing but since second party rentals have been disallowed by the Commissioners' conditions of the permit, clarification is needed on whether that precludes the RV Park itself from renting to people like herself who need housing. Pasche recommended that the Township attorney be consulted on the matter. Zoning Administrator's interpretation is that as long as it is the RV Park doing the renting, not a renter sub-renting, that it is acceptable. Brenda Mead also asked a further question: they have applied for a bond rather than an irrevocable letter of credit and asked if that is acceptable. Kucera felt it might be acceptable as long as the bonding company is sufficiently ranked by Standard and Poor.

D. Short Term Rentals Discussion

Zoning Administrator said he gets five or more phone calls a month about short term rentals. Pasche mentioned that legislation is pending at the state level. Monica Schultz asked the Legislature's bill number, and Northway said House Bill 4722. She also said she supports seasonal workers being able to house at the RV Park. Herd said he likes the ordinance passed in Suttons Bay. Zoning Administrator said Frankfort's is similar. A question was raised whether we have "form-based-housing" here. Zoning Administrator said we have "prescriptive based housing". A new topic arose on whether the Planning Commission is looking for a large project to tackle next, and if so, Zoning Administrator suggested creating an Ordinance Overlay for M-115.

12. PUBLIC COMMENTS: None.

13. OTHER BUSINESS: None.

14. ADJOURNMENT: Herd adjourned the meeting at 8:37 pm.

Respectfully submitted,

Jeannette Feeheley, Recording Secretary

Next Regularly Scheduled Meeting:

7 pm, Wednesday, September 28, 2022, at Crystal Lake Township Hall.

Per Planning Commission conversation at today's Aug. 24th meeting, the Sept. 28th meeting may include a Public Hearing on the George Street Application.

Attachments:

Capital Improvement proposed initial draft cover letter and chart

2022-08-21 George St. Finding of Facts.pdf

2022-08-21 Gmail – J Ferrell – Request Info. Pdf

Email from Sue Sullivan