

**Minutes
Regular Meeting
Crystal Lake Township Planning Commission
& Public Hearing**

**7:00 PM July 25, 2018
Crystal Lake Township Hall**

1. The meeting was called to order at 7:00 p.m.
2. Present: Ewing, Herd, May, Pasche, Wright. Also present: T. Kucera as Zoning Administrator and approximately 7 members of the public.
3. Call for Conflict of Interest: None.
4. Correspondence: None.
5. Motion to Approve Minutes of Meeting of June 27, 2018, as amended by Wright; Second by Herd. Motion Passed.
6. Motion to Approve Agenda as amended by Wright, Second by Pasche. Motion passed.
7. Public Comments on non-agenda items: None.
8. Reports to the Commission:
 - A. Chair Report: Proposed amendments and public comments from last month will be reviewed and hopefully finalized and sent to Board. Proposed 2018 Capital Improvement Plan will be introduced, but *public hearing* postponed until the next meeting. *[As amended.]*
 - B. Zoning Administrator Report: Kucera reported 13 applications have been approved so far this year and only \$800 received in fees. He also reported on complaints regarding RVs parked near the entrance to the RV Park, a fence put up without a permit, parking near a yoga studio on Elm Street, and garbage at Trillium Glen on Casey Road. He has been in contact with each of the owners.
 - C. Zoning Board of Appeals: An administrative meeting was held earlier on June 27 to approve May 21st minutes and adopt bylaws.
9. Election of Officers: Greg Wright nominated as Chair, Bill Herd as Vice-Chair and Tammy May as Secretary. No other nominations. Motion to elect the slate of nominees for the specified positions by Wright, Second by Ewing. Motion passed.
10. Review of Pending Ordinances:

A. Lighting Requirements – Dark Sky Article 21.2:

Review and discussion of comments from June 27th. Kucera suggested changing the first line of section K to read “Advertising signs shall not be illuminated between one (1) hour after the close of business *or eleven PM (11:00 PM), whichever is later...*” [Proposed changes are in italics.]

Motion by Ewing to accept the proposed amendments to Article 21.2, including the changes to Section K proposed by Kucera, and recommend them to the Board for adoption, Second by Herd. Motion passed. Public comment was heard.

B. Home Occupation/Cottage Industry Ordinances 15.2 and 10.2:

Herd noted that several members of the public at the June 27th meeting remained confused about the difference between home occupation and cottage industry and some felt the ordinances were too restrictive and the permits too costly. Kucera explained that home occupations were “an accessory use by right” in most districts and usually did not require permits unless they involved an expansion; a cottage industry is considered a “special land use” and can have a different fee schedule, due to the number of employees and/or buildings involved, the amount of traffic and need for on-site parking, special signage, etc. Except for Major Special Land Use site plans which might need engineering input, most applications would not require professional site plans, and some can be waived. For clarification purposes, the first sentence in Article 15.2 was changed to “Home Occupations *are a permitted use by right* and may be carried on in residential structures under the following conditions.” [Italics indicate change since 7/27/18.]

Motion by Herd to accept the proposed amendments to Articles 2, 10, and 15.2 and recommend these amendments to the Board for adoption, with the stipulation that the Commission will review Article 14 regarding site plans and the fee schedule at a later date, Second by Ewing. Motion passed. Public comment was heard.

C. Temporary Building and RV Ordinance Revisions 3.14 and 14.8:

Wright pointed out that although concerns about short term rentals are an emerging issue in the area generally, they are not addressed in these Ordinance Revisions and will need further examination at a later date.

Current ordinance language allowed insufficient time for reasonable use (i.e., 15 days / 60 per year). Members discussed whether to eliminate the reference in Section 3.14.(4)c to rentals, the fact that Recreational Units may have different impacts on different sizes of property, the fact that most complaints are not about single Recreational Units, rather the occupancy of several units over time, and the health and safety implications of long term occupancy. Public comment was heard.

Motion by Wright and Seconded by Ewing to accept the proposed amendments to Articles 3.14 and 14.8 but eliminate Section 3.14(4) c was withdrawn. It was agreed to consider these Sections later.

11. Unfinished Business:

- A. Capital Improvement Plan: Commission required to present to the Board annually. The three issues being considered are (1) resurfacing and improving the asphalt roads; (2) the Township Hall, either expanding and remodeling the existing structure, renovating and/or remodeling the basement, or constructing a new office building; and (3) the East Cemetery, renovating the existing grounds and/or expanding the grounds. There will be a Public Hearing on *the Capital Improvement Plan* on August 22nd. [As amended.]
- B. 425 Plan Update: The Board asked Kucera to put together a committee of 5 to enter discussions (not negotiations at this point) with the City of Frankfort and the developers. So far, he has recruited Mike Pasche and Fred Hibbert, who live near the area, and Bill Cleary. They will meet August 14th.
- C. Solar Energy Ordinance: Discussion postponed to a later date.
12. New Business: Presentation by Pasche on his recent training as a Master Citizen Planner. Topic: "Placemaking."

He was impressed by the importance of making regional efforts through intergovernmental collaborations, using the various strengths and priorities of each municipality. Other key points included:

- Carefully regulating commerce as a way to incentivize development;
- Promoting green infrastructure, e.g., solar, wind, bike-able roads;
- Considering the soft assets in our Master Plan Economic Asset Inventory, such as the lakeshore and agriculture;
- Using our Master Plan to aid our visioning, so that where we have rural properties, we do it effectively and where we have development, we do it thoughtfully, e.g., with sustainable designs, cottage industries.
- Using broadband internet access to enhance all aspects of rural life and development in the Township.

The agency Networks NW has an excellent resource called "Framework for Growth and Investment in NW Michigan" as part of its Regional Prosperity Plan for NW Michigan: <http://www.networksnorthwest.org/community/growth-and-investment/>.

13. Public Comments: None.

12. Other Business: None

13. Adjournment: The meeting was adjourned at 9:30 p.m.

Submitted by S. Sullivan.