

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

**7:00 PM August 22, 2018  
Crystal Lake Township Hall**

1. The meeting was called to order at 7:00 p.m.
2. Present: Herd, Pasche, Wright; Ewing absent, May excused. Also present: Kucera as Zoning Administrator and 2 members of the public.
3. Call for Conflict of Interest: None.
4. Correspondence: Brochure for Citizen Planner 6-week training program, beginning 9/19/2018.
5. Motion to Approve Minutes of Meeting of July 25, 2018, as amended by Pasche; Second by Herd. Motion Passed.
6. Motion to Approve Agenda as amended by Pasche, Second by Herd. Motion passed.
7. Public Hearing on Capital Improvement Plan (CIP) -- opened at 7:10:

Wright explained that the Commission is required by law to prepare a schedule of long term capital improvements on an annual basis and forward it to the Township Board. This Plan is intended to look out 6 years.

- A. Asphalt Roads Resurfacing and Improvements: This project is in its third year of a 5-year millage, supplemented by \$81,000.00 from the General Fund; it is the only project which has current funding. Commission members ranked it highest of the three projects.
- B. Township Hall: This project has the second highest ranking. Funding will need to come from the General Fund and/or a new millage. The assistance of skilled professionals and public input will be needed. Three different approaches are being considered:
  - a. Expand and remodel the existing structure at an estimated cost of \$450,000.00.
  - b. Renovate and/or remodel the basement.
  - c. Build a [completely] new office building at an estimated cost of \$750,000.00.
- C. Cemeteries, mainly the East: Funds are available from the Cemetery Fund and/or one of Endowment funds. More than general maintenance, projects being considered include “green” burials, sitting areas, vaults for holding multiple cremains, landscape architecture, etc. Renovations to the existing grounds were rated higher than expansion.

Public Input:

- How do we get this information out to more people? *The website, newspaper, etc.*
- Don't the Endowment Fund people have to approve the plans for the use of their monies? *Yes, but the Township's Cemetery Fund has also built up about \$300,000.00, portions of which could be used for improvements.*
- Where did the cost estimates come from for the Township Hall work? *Beginning with an estimate of \$250/sq. ', a 1,500 sq. ' expansion could cost \$375,000 with an additional \$75,000 of renovations to the existing building for a total estimate of \$450,000; a 3,000 sq. ' new building could cost \$750,000, including demolition. We won't know until we have plans and send out for bids.*
- Renovations will not be enough to make the basement ADA compliant for public occupancy. If a separate building or annex were available for offices, renovations could focus on the ground floor for elections, board meetings, etc. *If we keep this building, it will need to be up to code for the 21<sup>st</sup> century and fixed to last for many more years. It could even be connected to an annex by some type of covered passage.*
- A brand new building would be better and perhaps less expensive, depending on temporary re-location of functions during construction. *It might be inspiring for the public to see CLT moving ahead on long-term plans and presenting a modern image.*
- What would be the role of the Planning Commission in this process? *Oversight, general needs assessment, and one of many others making input to the plans.*
- In order to make informed decisions, we need to hire professionals to do a feasibility study, e.g., how much space is needed for which functions.
- Some such firms also conduct public meetings and provide plans with multiple options.
- Design-build firms are usually better at providing such services than architectural firms.

Public hearing closed at 7:38 p.m.

#### 8. Reports to the Commission:

- A. Chair Report: Wright will call and interview the Recording Secretary candidate. The County Planning Commission will hold the Benzie Summit in October; it will provide updates from all the county departments; one topic will be CIPs and they would like to use CLT's CIP as a sample for other townships.
- B. Zoning Administrator Report: Kucera reported he only had one permit application recently, making a total of 14 for the year. He has responded to several complaints/situations by going onsite and advising owners, e.g., the presence of parked RVs near the entrance to the RV Park on M-115.
- C. Zoning Board of Appeals: The minutes of the June 27<sup>th</sup> meeting will be reviewed at the next meeting, perhaps in October, and meeting dates set for the next year.
- D. 425 Update: Kucera reported the Committee's first meeting was August 15<sup>th</sup>; they discussed the role of the Committee and the parameters of possible future discussions; each

member is tasked with making a list of the pros and cons of benefits to the community; he will look at various tax scenarios. They are waiting for J. Mills' response to an email asking about the City's actions so far. Future meeting notices will be posted on the website and the outside bulletin board. The City and Township should agree on the nature of public input to the process.

9. Review of Pending Ordinance:

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

Herd pointed out that preserving the rural character of CLT did not mean limiting occupancy to just single family homes. He suggested following the example of Emmet Co. and Wilson Co., where they have created a "Seasonal" category to accommodate dwellings that are used short-term, but repeatedly, year after year, which would be different than some of the "temporary" uses we have described. RVs and trailers are often used as a seasonal substitute for a cottage or summer home. He presented two charts, one reflecting CLT's current proposed revisions and the other with suggestions from other places. Each lists several conditions or restrictions and how they are or could be applied differently in Districts R1-3 than in the RP Districts. (E.g., the necessity for a permit, time limits, owner usage, sewer/water approval, storage options, etc.)

Further discussion centered on the problems of temporary units that become permanent, the criteria that should be specified in permits, the need to distinguish between temporary and seasonal usage, and the fact that lot size and the existence of natural barriers may allow different usages. It was agreed that Herd and Kucera will work on these details, Herd will check other townships' ordinances, and they will present their results at a later time.

10. Unfinished Business:

A. Solar Energy Ordinance: Discussion postponed to a later date.

11. New Business:

A. Crystal Lake Watershed Overlay: Kucera reported that the Crystal Lake Watershed Association will be approaching the Township and other municipalities in the area to propose changes regarding runoffs, the use of fertilizers, septic systems, etc. for new construction and remodeling.

12. Public Comments: Questions were raised about digging on the undeveloped front side of the RV Park, whether new trees with better longevity would be planted along the side of the RV Park, and the existence of large equipment on Lobb Road near an area with a lot of tree removal.

13. Other Business: None

14. Adjournment: The meeting was adjourned at 8:55 p.m.

Submitted by S. Sullivan.