

**Minutes of the Regular Meeting of
The Lee Township Planning Commission
Wednesday, February 16, 2022**

The meeting was called to order by Becky Grice at 7:01 p.m. Present: Marie Hickerson, Steve Gregg, Becky Grice and Kathy Weaver. Lawrence Henry was an excused absence.

The pledge was recited.

Becky made the following suggested changes for the agenda: Move the Advisory Board update from item number seven to Number Nine, Unfinished Business. She also wanted to add a discussion of the Planning ~~Commission~~ Commission Email to Unfinished Business. Under New Business it was suggested we add: 2022 budget for the Planning Commission, Digital Packets, escrow Accounts, Planning member resignation and Planning Commission Position to be filled. Kathy moved to accept the Agenda with these changes, Steve seconded. The agenda with changes was accepted.

The minutes for the January 2022 meeting were reviewed The following changes were made: 3rd paragraph, change the word correct to correction and on the 2nd page, 6th complete paragraph remove the word to as in "to review". Becky moved to approve the minutes with suggested changes, Steve seconded, the minutes were approved with changes.

Becky introduced Heather and Chris Stevens from Running In Style. They currently have a home occupation but are looking at expanding by building a pole barn to house their inventory. ~~It was determined that they need a Special Use Permit for a Cottage Industry.~~ It was determined that they need a Special Use Permit for a Cottage Industry once the extend their business beyond 25% of the area of their home. Becky will send the application to Heather and Chris.

Becky reviewed the following correspondence. She had replied to Heidi regarding the number of goats on a parcel of land. Anything over 20 pounds is considered a Large animal and should have 5 acres to live. Chris Brown had asked about building a pole barn/recreational/living structure for aging parents but they had decided to go in a different direction. There was a question about a drive permit which is not the responsibility of the township of the Midland County Road Commission. Katie Marshall had asked about foundation types for an addition which is also not responsibility of the township. Becky had received request for information for commercial property regarding the property of Big D's. There was another request for allowed used for residential/Ag property which Becky had supplied.

Unfinished Business; The meeting dates for the 2022 Regular Planning Commission meetings were presented. Becky moved to accept the dates, Kathy seconded the motion and the motion was passed.

Becky provided a letter she had composed to send to Camile Capote of Lovely Garden, LLC regarding an required updated site plan. Becky has asked the Township Attorney whether the Planning Commission should send the letter or if the letter should be sent from the Code Authority. Kathy moved to deliver the letter to the Township Code Authority, removing Becky's signature and dates for them to proceed with the communication to Lovely Gardens, Steve seconded the motion. The motion was passed. Rose Construction was discussed. After discussion, it was decided that there was no need for any action to be taken other than possibly a reminder email of how the property is zoned. The commission reviewed the Parking Ordinance. It is the general consensus that the ordinance needs updating. There was a discussion of the affirmation of the amendments to be made. Becky will share the file with the commission and we will all make notes on what we feel needs to change and discuss it and the next meeting. The codification of the ordinances was discussed. Becky had estimate from E Code 360 to codify the ordinances. The cost for codification is \$6000 approximately, check spelling, potentially check legality, \$1000 annually for maintenance and an amendment fee of \$18 per page. Laura referred Becky to American Legal which is similar to E Code 360 but she did not have a quote from them yet. Kathy had a quote from Dyer Posnak Kanar, etc quoted \$210 per hour for at least 10 hours for codification only. Becky moved to upload the ordinances so they are ready for codification once a route is chosen. Kathy seconded the motion and it was passed.

New Business:

The annual report was reviewed. Kathy moved to accept the Annual Report with the date change to 2022. Steven seconded the motion, the motion passed.

Suggested goals for the Planning Commission were discussed. The following goals were considered:

- Update Master Plan
- Increased communication and participation with residents
- Increased interactions and communications with Lee Township Board and Board employees
- Possible interaction with other Midland Township Planning Commissions
- Codification of Ordinances
- Zoning Administrator

The commission agreed to concentrate on the Master Plan update, communication and participation with Township residents and Codification of Ordinances.

Becky led a discussion on ideas for promoting township involvement.

It was decided to hold a special meeting to decide what changes and updates need to be made to the Master Plan. The meeting will be Wednesday, March 9, 2022 at 6 p.m. at the Township Hall. Kathy will create a Special Meeting posting to be sent to Laura and Marie for uploading. The GIS and Zoning Map inaccuracies will be addressed.

The Planning Commission records retention has not been maintained and is being addressed. Becky sent the commission training to address this issue. Becky outlined the record retention policy that we should be following.

The 2022 Budget for the Planning Commission was presented. The commission approved the budget for Becky to present to the Board.

The commission decided to move to digital packets for the meetings as opposed to printing everything for the commission to have with the exception of the agenda and minutes.

Becky suggested that money in the escrow account is kept until the business has been approved for occupation. The commission agreed with that.

Kathy Weaver is resigning from the Planning Commission as she does not reside in Lee Township any longer. She will stay on the Commission until a replacement is found to fill her role. Becky had created a description of the Planning Commission for the Board to post.

Public Comment began at 9:35 p.m.

Public comment ended at 9:41 p.m.

Becky moved to adjourn the meeting, Marie seconded the motion. The motion passed. The meeting ended at 9:42 p.m.