

DRAFT

**Regular Meeting Minutes of the Lee Township
Planning Commission, April 20, 2022**

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

The Pledge of Allegiance was recited.

Becky proposed the following correction for the agenda: Virgil Anderson was at the meeting representing Lovely Garden. Lawrence moved to accept the agenda with the changes, Steve seconded the motion. The agenda was approved.

There were 4 corrections to the minutes: in the fourth paragraph, the word “work” should be word; in the 5th paragraph, “Be” should be Becky; in the 7th paragraph, “believe” should be believed; and in the 10th paragraph, “needs” should be need. Becky moved to accept the minutes of the April 7th Special Meeting with the above corrections, Steve seconded the motion and the minutes were approved.

Virgil Anderson presented the amended site plan for Lovely Gardens LLC, 639 W. Isabella Rd, Midland, MI. There was a 30’ x 60’ (feet) storage building erected 15’ (feet) from the back of the Lovely Gardens retail building. The building meets the required setbacks and will be used for storage of product. Kathy moved to accept the amended site plan with the original condition that the asphalt to the north and east of the retail building will be repaved and striped. Becky seconded the motion. Roll call vote: Lawrence, yes; Steve, yes; Kathy, yes; Becky, yes. The motion was passed.

Becky moved to move into the Public Hearing, Kathy seconded the motion. Roll call vote: Becky, yes; Kathy, yes; Steve, yes; Lawrence, yes. The motion passed and the commission moved into the Public Hearing for the changes to the Parking Ordinance for Lee Township at 7:12 p.m. The commission went through the proposed changes to the Parking Ordinance. On Page 17, it was suggested that “Adult Care Facilities” be added to the Use column with Hospitals and Convalescent Homes. Becky had sent a copy of the proposed changes to the township attorney and the board members. Darla had submitted a question regarding handicapped parking and Becky had directed her to the section regarding Barrier Free parking. Becky asked for public comment, there was no additional comments. Becky moved to leave the Public Hearing, Steven seconded the motion. Roll call vote: Lawrence, yes; Steve, yes; Kathy, yes; Becky, yes. The commission ended the Public Hearing at 7:28 p.m.

Lawrence moved to accept the Parking Ordinance with the minor changes discussed for page 17. Steve seconded the motion. Roll call vote: Kathy, yes; Becky, yes; Steve, yes, Lawrence, yes. The Parking Ordinance was passed and Becky will take it to the Board at the next regular meeting.

Becky reviewed the communications sent to the Planning Commission. Dan Childs had requested a list of Planning Commission duties and a general timeline for annual duties to be performed. There was a question about fencing, a new homeowner asked for information on building codes and was referred to the Code Authority. There was a question sent to the Planning Commission about Home Occupation.

Becky clarified the printing fee question that had arisen in the April 7th meeting: there will be an inspection copy made available. If someone asks prior to the meeting, a copy will be made available but if they would like copy of the ordinances, etc, they will be charged .10/page. There was a clarification of the notifications need for Zoning, Special Use, and Site Plans. Notifications must be sent for Rezoning, Ordinances and Special Use but not Site Plan. There were also some questions regarding the Master Plan revisions and budget questions that Becky addressed. It was noted that the Master Plan needs to be reviewed every 5 years and that the current Commission had followed the checklist by the MCL and it was decided that it was time to amend the Master Plan. The Commission is trying to keep the costs of the Master Plan revisions as low as possible.

Becky read meeting minutes from 2017 forward, checked with board members from the time specified and could not locate any reference to a wind ordinance. The Planning Commission will complete the Master Plan amendments and investigate an Alternative Energy Ordinance. This is not anything that will happen within the current year due to the goals the Planning Commission has set for itself for 2022.

The Commission reviewed the Survey that will be distributed for the Master Plan. There were some minor corrections. There was a discussion on the distribution of the surveys. There will be a link on the Lee Township website to access the survey, there will be signs with QR codes for the survey at area stores, schools and churches, there was a postcard created with a QR code and there will be surveys available at the Lee Township Hall and at the monthly Board meetings. The postcards that would be sent to all residences/landowners with a QR code that will take people to the survey and information on where the survey can be accessed. The quotes were from Amazing Mail, Printing for Less and Delta. Amazing Mail quote 5.5 x 8.5 postcards, \$2472.12 and 4.25 x 6 postcards, \$1883.52. Printing for Less quote was 5.5 x 8.5 postcard for \$1,456.54 and 5 x 7 for \$1332.96. Delta quoted 4.25 x 6 for a total of \$1496.33. There was a discussion about sending postcards or not. The Commission talked about the number and type of signs that would attract attention. There were 2 separate plans and costs for distribution that Becky will present to the board and we will proceed from there. Becky moved to accept the survey with changes suggested and presenting the costs for postcards and signs to the board. Steve seconded the motion. Roll call vote: Lawrence, yes; Steve, yes; Kathy, yes; Becky yes.

We will use the communication list with changes made from the April 7th meeting to send notifications of the Master Plan amendments to the surrounding townships, and service providers.

Laura has asked for another month to review the quotes for the codification of the ordinances due to the inclusion of the ordinances.

The Commission reviewed the Advisory Committee bylaws. Rick questioned that the members could not be township employees (he is on the Board of Review). It was decided to remove that reference from the bylaws. There was also concern about whether there should be a Planning Commission member present when the advisory committee is speaking to businesses. It was decided to strike that line and add the 5th paragraph will be added to the 3rd paragraph. Becky moved to accept the bylaws with the changes, Steve seconded the motion. The motion passed.

Becky presented the Escrow Policy. Becky has sent this policy to the Clerk and Treasurer for comment. The Treasurer has responded, the Clerk has not. This is an attempt to create checks and balances for the escrow account.

Becky stopped at the Ice Cream Shop at 1556 S. Meridian Rd and left a packet of Zoning Ordinances for Lee Township.

There was no other planning and zoning business to discuss.

Public comment start at 9:01 p.m. Public comment ended at 9:01 p.m.

Becky moved to adjourn the meeting, Steve seconded the motion. The motion passed and the meeting was adjourned at 9:03 p.m.