

# Centerville Township Planning Commission

## Regular Meeting

### Centerville Township Hall

February 6, 2023

**Call to Order:** Tim Johnson, Chair, called the meeting to order at 6:30pm.

**Attendance:** Present: Tim Johnson, Joe Mosher, Dan Hubbell, Lindy Kellogg, Jamie Damm. Staff Present: Chris Grobbel, Beth Chiles

**Public Comment:** None

**Agenda:** The PC reviewed the agenda. Motion to approve agenda as presented by Hubbell, second by Mosher. All in favor, motion carried.

**Conflict of Interest:** None

**Election of Officers:** PC discussed the need to annually elect officers (Chair, Vice Chair and Secretary). Motion to elect Tim Johnson as Chair, Lindy Kellogg as Vice Chair and Jamie Damm as Secretary presented by Hubbell, seconded by Kellogg. Discussion confirmed Johnson and Kellogg accepted positions as recommended, Damm declined to serve as Secretary. Motion was withdrawn, new motion to elect Johnson Chair and Kellogg as Vice Chair presented by Hubbell, seconded by Kellogg. All in favor, motion carried. Election of Secretary was tabled for future meeting.

**Revise / Approve Minutes:** The PC reviewed the draft minutes of December 5, 2022, regular meeting. Motion to approve as presented by Hubbell, seconded by Kellogg. All in favor, motion carried.

**Report from Township Board Representative:** Hubbell had nothing to report from the previous Township Board meetings.

**Report from ZBA Representative:** Johnson reported that the ZBA Minutes were approved on January 17, 2023. Any further appeal would be directed to the Circuit Court if so desired.

**Report from the Zoning Administrator:** Cypher had previously distributed his reports for December 2022. The PC briefly discussed.

**Public Hearing:** Revision of Article XIII, Section 13.1(C)(b) Site Plan Review and Approval

Public Hearing was Opened at 6:52pm.

**Process Description** – Johnson summarized the process for the public hearing tonight.

The proposed ordinance change is to eliminate the requirement to act upon any non-tower related site plans within ninety (90) days of receipt by the Centerville Township Planning Commission. There is a required sixty (60) day limit set by the FCC for all towers. The 90 day restriction to ‘act upon’ the site plan application was defined further by legal council as approving / denying / approving with conditions placing an undo restriction on the PC to comply with the timing for site plan applications requiring additional time.

**Public Comment** – None

**Close Public Hearing** – the Public Hearing was closed at 7:05pm.

**Planning and Zoning Issues:**

**Discussion and decision regarding revision to Zoning Ordinance Section 13.1(C)(b).** Hubbell moved that the first and third sentence of Section 13.1(C)(b) be stricken from the ordinance. Kellogg seconded.

PC members discussed the remaining verbiage to ensure correctness, completeness and understanding.

Roll Call – All approved, motion carried.

Hubbell – Yes; Kellogg – Yes; Damm – Yes; Mosher – Yes; Johnson – Yes.

Johnson agreed to send the potential changes to the County Planning Commission (Trudy Galla) for urgent review and action. Once complete, the PC will receive any notes from the County Planning Commission and if approved, will send the changes to the Township Board for final approval.

**Recording Secretary for PC.** Johnson has contacted multiple people from other jurisdictions and organizations looking for a resource to take up the position vacated by Boomer. He will contact the Park and Recs Secretary for interest. Kellogg requested a brief job posting identifying the major responsibilities of the Recording Secretary, pay scale, average hours expected in addition to monthly meetings, training needs and an ‘up to’ number of hours per month. Other suggestions include newspaper advertisement, freelance websites, MSU Extension for Land Use, NMC and personal connections of the PC members. Kellogg also suggested increasing the budget by 10-15% of average hours to account for the learning curve. Johnson will prepare the write up and Kellogg will post on the website.

**ZA for Site Plan Review.** Cypher will no longer be involved in performing site plan reviews (SPRs). The Township Board discussed the needs and approved a motion to include a Township Planner for these tasks. Chris Grobbel has been identified as the Township Planner and Zoning Administrator for SPRs.

**LLA Boat Wash Station.** ‘DNR West Boat Cleaning Station Project’ site plan application was received by the Township Planner on January 19, 2023, reviewed and considered administratively complete on February 2, 2023. Township Planner was authorized to review site plans on behalf of the Township on February 1, 2023. The 90 day ‘act upon’ window closes on May 3, 2023.

**Project Description** – Lake Leelanau Lake Association is requesting approval to build a boat wash station at the DNR West Boat Access Site. A question as to whether the Site Plan review and application were necessary; to alleviate any questions, a full application has been submitted for review. The boat wash station will be placed next to the existing access road about 100’ east of County Road 643. A shed, permeable gravel pad, high-pressure spray pump and ancillary equipment would be added.

Grobbel discussed the content of the ordinance regarding site plan review and approval and then detailed the request from the LLLA. The Planner then walked the PC members through the Findings of Fact document line by line to ensure the PC understood the request and impacts of the application.

The document prepared by Grobbel titled ‘Planner’s Report and Findings of Fact’ (attached herein) was reviewed in detail and the PC discussed each item noted in the findings of fact.

A Public Hearing will be held on the application during the scheduled March 6, 2023, PC Monthly Meeting. Grobbel will place a notice in the newspaper for print prior to 18<sup>th</sup> of February providing adequate 15 day public hearing notice for the March 6, 2023, meeting.

General Update of Zoning Ordinance. The PC discussed the next priorities for consideration. An update to the Ordinance will be next with an update to the Master Plan to follow.

**Public Comment:** None

**Adjournment:** Johnson moved to adjourn the meeting at 8:10pm; seconded by Hubbell.

Respectfully submitted – Jamie Damm