CHIKAMING TOWNSHIP PLANNING COMMISSION

October 4, 2023 Meeting Minutes

Approved on November 1, 2023

The meeting was called to order with the pledge of allegiance at 6:32 pm by vice chairman John Chipman, with members Jim Gormley, Steve Zavodny, Doug Dow and Bill Marske present. Township zoning administrator Kelly Largent, township attorney Charles Hilmer and Kim Livengood of the Township Building department were also in attendance. Members Andy Brown and Cam Mammina were absent.

**The Agenda:** Was reviewed. Doug Dow moved to approve the agenda, supported by Steve Zavodny. Motion carried.

**Approval of Minutes: August 2, 2023 Regular Meeting –** Doug Dow moved to approve the minutes of the August 2, 2023 meeting with changes, supported by Jim Gormley. Motion carried.

**Public Comment:** Fran Wersellsmentioned that she could not find the agenda for the planning commission meeting on the website. Gary Wood pointed out that it was on the website. Fran said that it must have been because she used he cell phone to find it.

**New Business:**

**Lot combination:** Applicant, Powers Family Trust, 12277 Tower Hill Rd, Sawyer, requesting to combine lots 11-07-7540-0033-00-2 and 11-07-7540-0033-01-1. Recommend to Township Board for approval or deny. Township zoning administrator Kelly Largent led the review and discussion of the proposed lot combination, the two lots were originally one lot that had been split. The lot combination will recombine the two lots.

Moved by Doug Dow to recommend that the Township Board approve combining lots 11-07-7540-0033-00-2 and 11-07-7540-0033-01-1 one lot, supported by Steve Zavodny. Motion carried.

**Site Plan Review:** Applicants, Keith and Beth Tracy, 7107 Tibberon Court, Sawyer, Property Code # 11-07-7500-0007-00-2, is requesting site plan review approval to redraw Lot 7 only adjusting boundary, no increase/decrease in area. Township zoning administrator Kelly Largent led the review and discussion of the site plan. The proposed change has been approved by the home owners association. The lot size will not be changed, just adjusted to add a new building.

Site Plan Standards read by Jim Gormley and reviewed by the planning commission. Jim Gormley moved to approve the request by Keith and Beth Tracy, 7107 Tibberon Court, Sawyer, Property Code # 11-07-7500-0007-00-2, to redraw Lot 7 only adjusting the boundary, no increase/decrease in area, supported by Doug Dow. Motion carried.

**Site Plan Review:** Applicant, Terry Stoklosa, 15972 Red Arrow Highway, Union Pier, Property Code # 11-07-4570-0084-01-0, is requesting site plan approval to allow outdoor seating and reconfigure parking. Township zoning administrator Kelly Largent led the review and discussion of the revised site plan to allow outdoor seating. It was decided that without a drawing that has been updated by a professional engineer or architect to necessary standards and with the need to work out a safety plan with the fire chief we can not move on the current site plan. The planning commission hope to review a revised plan at the November meeting.

**Special Land Use #216:** Applicants, Jeff and Bonnie Kaplan, 14239 Three Oaks, Road, Sawyer, requesting to construct an accessory dwelling unit to be used by family members only. Township zoning administrator Kelly Largent led the review and discussion of the proposed accessory dwelling. Moved by Jim Gormley to hold a public hearing on special land use #216 on November 1, 2023 at 6:30 PM, supported by Steve Zavodny. Motion carried.

**Text amendment discussion:** Amend R-1W text to include a rear yard setback if not on Lake Michigan and define side lot lines. Township zoning administrator Kelly Largent led the review and discussion of the need for a text amendment to amend the text for R-1W zoning there is a need to add set backs. A committee will meet with Kelly Largent to review and make recommendations for proposed changes.

**Master Plan RFP:** Township zoning administrator Kelly Largent led the review and discussion for the final changes to the Master Plan RFP so that it can be sent out by the township for quotes. Text changes were agreed on and made to the RFP, which Kelly Largent will make to complete the RFP. Motion by Jim Gormley to send the Master Plan RFP to the Township Board, supported by Doug Dow. Motion carried.

**Public Comment:** Fran Wersells asked about the public comment that will be part for the creation of a new Master Plan.

**Unfinished Business:** None.

 **Adjournment:** With no further business before the Commission Doug Dow moved to adjourn the meeting at 8:00 pm, supported by Steve Zavodny. Motion carried.

Respectively Submitted

Bill Marske, Secretary, Chikaming Township Planning Commission