

<p style="text-align: center;">YANKEE SPRINGS TOWNSHIP JOINT MEETING</p> <p style="text-align: center;">BOARD OF TRUSTEES/PLANNING COMMISSION/ZONING BOARD OF APPEALS</p> <p style="text-align: center;">Thursday, February 23, 2023 6:00 pm</p> <p style="text-align: center;">Gun Lake Community Church 12200 W M-179 Hwy, Wayland, MI 49348</p> <p style="text-align: center;">MINUTES</p>	<p style="text-align: center;">MINUTES Page 1 of 7 YS Joint Meeting February 23, 2023</p>
<p>Meeting called to order at 6:00 PM by Supervisor Rob Heethuis</p> <p>PLEDGE OF ALLEGIANCE</p> <p>INVOCATION</p> <p>Roll Call: Board of Trustees: Larry Knowles, Mike Cunningham, Rob Heethuis, Deb Mousseau, Dave VanHouten (All Present)</p> <p>Planning Commission: Shana Bush, Rich Beukema, Ryan Craven, Frank Fiala, John Frigmanski, Larry Knowles, Lee Kooistra (All Present)</p> <p>Zoning Board of Appeals: Dave VanHouten, John Frigmanski, Mike Boysen (All Present) Absent with notice: Jake Welch, Ron Heilman, Tom Mawson</p> <p>Staff Present: Dennis Buist, Joe Shea</p> <p>Visitors: 2</p>	<p style="text-align: center;">PLEDGE OF ALLEGIANCE</p> <p style="text-align: center;">INVOCATION</p> <p style="text-align: center;">ROLL CALL</p>
<p>ADDITIONS/CHANGES TO AGENDA:</p> <p><u>Motion by Cunningham with support from Mousseau to add Item #11 appointment of Board of Review members to the agenda. Roll Call Vote: Knowles: yes; VanHouten: yes; Heethuis: yes; Mousseau: yes; Cunningham: yes.</u></p> <p>Yes: 5, No: 0. MOTION CARRIED</p> <p><u>Motion by Cunningham with support from Heethuis to approve the agenda as amended. Roll Call Vote: Knowles: yes; Cunningham: yes; Heethuis: yes; VanHouten: yes; Mousseau: yes.</u></p> <p>Yes: 5, No: 0. MOTION CARRIED</p>	<p style="text-align: center;">MOTION TO AMEND AGENDA</p> <p style="text-align: center;">MOTION TO APPROVE AGENDA</p>
<p>ACKNOWLEDGEMENT OF VISITORS:</p> <p>Mark Thompson – PCI: With the new addition of the zoning administrator, we are here to help with that transition.</p> <p>Joe Shea – Zoning Administrator: Thanked the group for the opportunity. Mark Thompson has been very helpful with the transition.</p>	<p style="text-align: center;">ACKNOWLEDGEMENT OF VISITORS</p>

Others were not available to attend the meeting due to schedule conflicts: Catherine Kaufman (attorney for township), Rebecca Harvey (professional planner), Brad Williams, and Sandy Marcukaitis

PUBLIC COMMENT: (Limit 3 minutes)

Dennis Buist: complimented the Boards on how professional they are and how well the meetings are run.

PUBLIC COMMENT

PURPOSE OF MEETING:

Annual Report – Board of Trustees

**ANNUAL REPORT –
BOARD OF TRUSTEES**

**CODE ENFORCEMENT
REPORT**

**REVIEW OF 2022
PLANS**

- Code Enforcement Report – overview of activities for the past year.
- Review of 2022 Plans:
 1. Complete the Hall/Office renovation and expansion project.
 - a. Work is currently expected to start in May. *Started in July.*
 - b. The hall may not be available for BOT, PC, ZBA and committee meetings and elections during the second half of 2022. *First half of 2023.*
 2. Put the Fire/EMS millage renewal on the August ballot. *Approved*
 3. Put the Wayland School District Henika Library issue on the August 2022 ballot. *Not approved*
 4. Formalize the township committee structures. *2 of 5 completed, Park and Recycling*
 5. Work with and assist the township committees to plan and accomplish goals. *All committees active and supported.*
 6. Hold ARPA Township input meetings and develop a list of projects to consider. It is anticipated that at least some ARPA funds will be spent or allocated during 2022. *Held 2 meetings, most funds allotted and some spent*
 7. Research funding methods for expanding the capacity of the Township water system to meet current and future needs. *Started and ongoing.*
 8. 2022 Township Spring Cleanup Day. ✓
 9. Improve the incorporation of the CIP into the township budgeting process for fiscal 2022/2023. *The CIP is improved and can help with budgeting. Ongoing project.*
 10. Receive and review a report on the township recycling program from the recycling committee. ✓
 11. Update the Planning and Zoning fee structure with assistance from the PC. ✓
 12. Create and adopt a township wide littering/dumping ordinance that includes reference to the recycling area and use. ✓
- 2022 Accomplishments
 - Henika Library millage put on the ballot and not approved by voters.
 - Fire and EMS millage on the ballot and was approved by voters.
 - DWRP grant process started to expand the water system arsenic and well capacity to accommodate Yankee Springs Meadows.
 - Held two ARPA input meetings.
 - Allocated \$450,000 of the township's \$468,380 in ARPA funds.
 - Township roads \$150,000
 - Fire truck \$150,000
 - Park parking lot \$100,000
 - Office secure entrance \$50,000

**2022
ACCOMPLISHMENTS**

- Completed the Hall/Office expansion and renovation project design and \$1,200,000 estimate. Accepted a bid, borrowed funds (IPA), and started building.
- Held mid-term primary and general elections.
- Approved final plat of Shalinda.
- Approved and started a project to double the capacity of the park parking lot.
- Approved the professional development of the park five-year plan.
- Approved the purchase of a new fire truck.
- Approved and installed fire hydrant at the fire station.
- Elmwood Beach Special Assessment District approved for road maintenance.
- Cobb Lake Weed Control Special Assessment District approved.
- Approved the formation of a Zoning Administrator Search Committee resulting in six good candidates and hiring Joe Shea in February 2023.

• 2023 Plans

1. Complete the hall/office renovation and expansion project.
 - a. Pay off the IPA loan if desirable.
2. Complete the park parking lot project.
3. Formalize more township committee structures.
4. Work with and assist the township committees to plan and accomplish goals.
5. Complete ARPA funds spending.
6. Continue to research funding methods for expanding the capacity of the Township water system to meet current and future needs.
7. 2023 Township Spring Cleanup Day.
8. Continue to improve the incorporation of the CIP into the township budgeting process for fiscal 2023/2024.
9. Monitor the new fire truck manufacturing, approve additions as needed and make initial payment.
10. Create and revise township policies and procedures.
11. Re-incorporate in-house zoning administration.
12. Complete the Fire Services contract revision and approval process.

• Zoning Administration

- Discussion about how zoning administration will be accomplished with in-house zoning administrator.
- How will we handle each facet of the Zoning Administration process? Who does what and when, to make sure that every part of zoning is done properly and smoothly.
- From forms to publishing, meetings, approving and sending to Municode (Civic Plus).
- PCI will still be doing building inspections and issuing building permits.

Annual Report – Zoning Board of Appeals

• 2022 Accomplishments

- Joint meeting with the various boards.
- Completed ZBA duties with minimal expense to the township.
- Increased participation of members in learning opportunities and need to continue to improve on that.
- 13 meetings held versus 12 last year.

2023 PLANS

ZONING
ADMINISTRATION

ANNUAL REPORT ZBA

2022
ACCOMPLISHMENTS

2023 OBJECTIVES

- Major 2023 objectives
 1. Encourage attendance at education and training workshops including MSU Citizen Planner sessions.
 2. Provide feedback to the Planning Commission on frequent requests for interpretation or variance approval. Examples are side yard setbacks, restrictions on “barndominiums” and garage sizes relative to home sizes.
 3. Continue to strive for complete application submissions in support of achieving accurate ZBA findings.
 4. Support fair and consistent enforcement of the Zoning ordinance.
 5. Attend and participate in scheduled joint meetings with the Township Board and the Planning Commission. Would like to see the addition of a second joint meeting if possible.

ANNUAL REPORT – PC

Annual Report – Planning Commission Yearly Report

- A total of 14 meetings were held this year and had very good attendance from all members. One correction to the terms is that Greg Purcell’s term which is now filled by Ryan Craven should end 12/31/2025.
- Synopsis of major accomplishments in 2022:
 - Worked on many Special Exceptions Use cases and site plan reviews.
 - Addressed requests for 6 rezoning requests (approved 3, denied 3)
 - Zoning amendments sent to the Board of Trustees include:
 - Section 3.11 – add “auto repair shops with no outdoor activity” as a Special Exception Use
 - Section 3.12 – removed references to the sale of alcohol
 - Sections 3.10, 3.13 & 3.14 – added accessory buildings as a permitted use with conditions in commercial zoning districts.
 - Article XIII Private Road Standards – revisions to Sections 13.2-13.7
 - Article XII General Regulations including a table format for dimensional requirements.
 - Article III Section 3.16(F) Chief Noonday Corridor Overlay District regarding setbacks.
 - Article XX Section 20.8 Zoning Board of Appeals authority
 - Section 12.7 Outbuildings subsections (4) and (6)
 - Drafted a littering ordinance to propose to the BOT
 - Drafted an adjusted fee structure to propose to the BOT
 - 82 permits were issued.
 - 6 Rezoning requests
 - 8 Special Exception Use requests
 - No subdivisions, land developments, splits in 2022
 - No significant population changes.
 - 2022 expenses for the Planner were down to \$4,506.
 - Legal expenses were \$1,686.
 - All members attended some training classes and those who needed to take classes to maintain their Master Planner status did so.
- Planning Commission Strategies 2023
 1. Continue to strongly encourage all Planning Commissioners to attend Michigan Township Association, Michigan State University, and Michigan Planning Association training opportunities – especially those needing continuing education credits to maintain Master Citizen Planner Credentials. Encourage Master Citizen Planner Accreditation.

2022
ACCOMPLISHMENTS

2023 STRATEGIES

WORK PLAN 2023

2. Promote the Non-Motorized Trail in conjunction with the Pure Michigan M-179 Planning Group, MDOT, and others.
3. Assist the Township Board to undertake a “Strategic Planning” effort that conducts:
 - a. Identification of major goals and establishing priorities.
 - b. Prioritize implementation of those goals.
 - c. Assign goals to specific township officials for leadership.

- Planning Commission Work Plan 2023
 1. Look at solar energy standards.
 2. Look at wind energy standards.
 3. Timely preparation of Capital Improvement Plan Review
 4. Begin the Master Plan review and updates
- 2022-2023 Capital Improvement Plan
 - Supervisor Heethuis complimented the PC on their work on this plan and gave a brief overview of the items included in the Plan.
 - Mr. Knowles brought up a situation with a PUD request that he became aware of today. Mr. Frigmanski asked if the Board was directing the PC to look further into the issue.
 - Mr. Frigmanski asked on behalf of the Veterans Memorial Committee about the future land use plans for the vacant land next to the Fire Station. Mr. VanHouten said it has been briefly discussed but no firm decision has been made. The Committee could develop a proposal and bring it to the Board.

MOTION TO ACCEPT
RECEIPT OF CIP

Motion by Cunningham with support from Mousseau to accept receipt of the 2022-2028 Capital Improvement Plan (CIP) as presented by the Planning Commission. Roll Call Vote:
Cunningham: yes; Mousseau: yes; Heethuis: yes; Knowles: yes; VanHouten: yes.

Yes: 5, No: 0. **MOTION CARRIED**

Training Discussion:

- Both the ZBA and the PC have included training in their reports. Mr. Cunningham inquired if the members would like him to continue signing the committee members up for classes or would they prefer to do it themselves.
- The MTA Premium plan has different classes available and there are other classes that can be attended and the money is available for that.
- Mr. Frigmanski gave his opinion that it is best to have the sign-ups go through the office for continuity and to ensure the relevance of the classes taken.
- All members should be receiving email communications on upcoming classes, webinars, etc. If members attend classes in person they can be reimbursed for travel expenses with proper receipts.

MOTION TO APPROVE
ORDINANCE
#02-23-2023

Board Action Items:

Motion by Heethuis with support from Cunningham to approve Ordinance #02-23-2023 to amend Article XII, Section 12.7, Outbuildings of Township Zoning Ordinance. Discussion: Waterfront property of an acre or less is not changing. The change will affect parcels over one acre. **Roll Call Vote:** *Cunningham: yes; Knowles: yes; VanHouten: yes; Heethuis: yes; Mousseau: yes.*

MOTION TO PAY
LARRY KNOWLES

Yes: 5, No: 0. **MOTION CARRIED**

TAX BOARD OF
REVIEW
APPOINTMENTS

Motion by Heethuis with support from Mousseau to approve paying Trustee Larry Knowles at the Code Enforcement rate to mentor the new Zoning Administrator. Roll Call Vote:

Cunningham: yes; Mousseau: yes; Heethuis: yes; Knowles: yes; VanHouten: yes.

Yes: 5, No: 0. **MOTION CARRIED**

- Tax Board of Review appointments (two-year terms): The appointments were made last month but did not get them to take the oath within 10 days as required.

Motion by VanHouten with support from Cunningham to appoint Kay Stolsonburg to a new two-year tax board of review term expiring 12/31/2024. Roll Call Vote:

Cunningham: yes; Knowles: yes; Mousseau: yes; Heethuis: yes; VanHouten: yes.

Yes: 5, No: 0. **MOTION CARRIED**

Motion by Mousseau with support from Cunningham to appoint Patty Koval to a new two-year tax board of review (alternate) term expiring 12/31/2024. Roll Call Vote:

Knowles: yes; Mousseau: yes; Cunningham: yes; VanHouten: yes; Heethuis: yes.

Yes: 5, No: 0. **MOTION CARRIED**

Motion by Heethuis with support from Cunningham to appoint Barbara Lintz to a new two-year tax board of review term expiring 12/31/2024. Roll Call Vote:

Knowles: yes; VanHouten: yes; Heethuis: yes; Mousseau: yes; Cunningham: yes.

Yes: 5, No: 0. **MOTION CARRIED**

Motion by Cunningham with support from Knowles to appoint Lee Cook to a new two-year tax board of review term expiring 12/31/2024. Roll Call Vote:

Knowles: yes; VanHouten: yes; Heethuis: yes; Mousseau: yes; Cunningham: yes.

Yes: 5, No: 0. **MOTION CARRIED**

PUBLIC COMMENT

PUBLIC COMMENT:

Jerrie Fiala: It is hard to hear in this room.

BOARD COMMENT

BOARD COMMENT:

VanHouten: The Capital Improvements process makes you think of what's coming up and tying it into the Township's strategy.

Mousseau: Thanked the church and Cunningham's for allowing us to use the church. Taxes are due on Tuesday, and the office will be open until 5:00 PM. Thanked everyone for being here.

Cunningham: Dave of Mugen Construction did a new schedule and says we will have occupancy the first week of April (rather than mid May).

Knowles: Talked about how proud he is of this board and all the committees, everyone working together so well makes it a real pleasure.

ADJOURNMENT

Heethuis: It is an honor to work with all these folks and appreciates the hard work.

ADJOURNMENT:

Motion by Mousseau with support from Cunningham to adjourn the meeting at 7:43 PM.

Approved by all. Motion Carried.

Approved by:  Date: 3/20/23
Michael S. Cunningham, Township Clerk

Respectfully submitted by:
Betsy Frigmanski, Recording Secretary
February 25, 2023