

<p style="text-align: center;">YANKEE SPRINGS TOWNSHIP BOARD OF TRUSTEES Joint Meeting Of <u>Board of Trustees, Planning Commission and</u> <u>Zoning Board of Appeals</u></p> <p style="text-align: center;">Tuesday, January 3, 2017 Yankee Springs Township Hall 284 North Briggs Road, Middleville, Michigan 49333</p> <p style="text-align: center;">MINUTES</p>	<p>FINAL MINUTES</p> <p>Approved Feb. 9, 2017 by Bd Trustees Approved by PC March 16, 2017 Note: From Jan ZBA & P/C Reports will be Attached after they Are signed by the Respective Secretary(s)</p>
<p>Meeting called to order at 7:37 PM by Supervisor Mark Englerth. (A Special Meeting of the Township Board was held at 6:30 p.m. and carried over to approximately 7:35 p.m.)</p> <p><u>PLEDGE OF ALLEGIANCE</u></p> <p>Roll Call:</p> <p><u>Board of Trustees:</u> All Present: A.Jansma, J. Lippert, M. Englerth, R. Rottschafer (via remote), S. VandenBerg.</p> <p><u>Planning Commission:</u> C. Strickland, P. Heystek, Greg Purcell (via remote), F. Fiala, T. Knowles, R. Beukema (ZBA Rep).</p> <p><u>Zoning Board of Appeals:</u> Ron Heilman, J. Welch, (Remote: R. Rottschafer –Bd. Rep.), R. Beukema (PC Rep), Chuck Biggs (via remote)</p> <p><u>Zoning Administrator:</u> Larry Knowles</p> <p><u>Professional Planner:</u> Rebecca Harvey- Community Planning Consultant</p> <p><u>YS Township Attorney:</u> Catherine Kaufman – Bauckham, Sparks, Thall, Seeber & Kaufman, PC</p> <p><u>Other Staff Present:</u> (0)</p> <p><u>Visitors:</u> (0)</p>	<p>CALL TO ORDER</p> <p>PLEDGE</p> <p>ROLL CALL</p>
<p><u>DISCUSSION OF ANNUAL REPORTS:</u></p> <p><u>2016 YANKEE SPRINGS * ZBA REPORT * SUMMARY:</u> <u>Read by Jake Welch, Chair</u></p> <p>**<u>This report, in its entirety, is attached to the minutes.</u>**</p> <p>Discussion occurred regarding the ZBA making recommendations to Planning Commission.</p> <p>The expired terms was noted.</p>	<p><u>ZBA REPORT</u> <u>SUMMARY: Read by Jake Welch, Chairman</u></p> <p>Page 1 of 6 YST Joint Meeting 1-3-17</p>

PLANNING COMMISSION ANNUAL REPORT, 2016: Read by Chairman,
Frank Fiala

This report, in its entirety, is attached to the minutes.

***F. Fiala** covered all items and reviewed the Major 2017 Objectives with discussion following regarding the objectives.*

***J. Lippert** commented on the casino revenue and #9 of the 2017 PC Objectives (#9 Undertake study of the Gun Lake State Park boat ramp usage and Allegan County Park boat ramp expansion.)*

***S. Vandenberg** commented on Cuddy Drain (#2 Support the Cuddy Drain process & Payne Creek Obstruction issues.)*

***Englerth** commented on the DNR Shooting Range, Emergency Response (such as in the event of an ice storm) and Cuddy Drain.*

***C. Strickland** recommended a majority of the objectives be taken on by committees.*

***P. Heystek** commented on boat to acreage ratio for boat usage. Heystek mentioned a gate at the shooting range, and Dorr Township getting a grant for sirens. Heystek stressed going for grants to assist township projects.*

***Alice Jansma** commented on recently received grants and the township park was funded with the help of grants.*

***Frank Fiala** – mentioned Barry County Community Foundation was an organization involved in grant writing assistance.*

***Roger Rottschafer** commented on a recent grant received for the fire station.*

***Catherine Kaufman**- congratulated those who recently attended the Citizens Planner Conference and mentioned the township insurance carrier could be notified of the number of Master Citizen Planners to possibly reduce rates.*

Procedure for Interviewing and Appointing Prospective Members of the Zoning Board of Appeals (ZBA) and Planning Commission.

***L. Knowles** – felt it might be beneficial if some PC members and some ZBA members could switch places.*

***P. Heystek** – mentioned the importance of training, and noted three year terms.*

**PLANNING COMMISSION
ANNUAL REPORT, 2016:**
Read by Chairman, *Frank Fiala*

Procedure for Interviewing and Appointing Prospective Members of the Zoning Board of Appeals (ZBA) and Planning Commission.

Discussion of ZBA/PC Interviewing and Appointments- (continued)

Frank Fiala – commented on having timely appointments to the ZBA and PC, and also mentioned an application procedure. Fiala also mentioned possibly getting training for some of the ZBA members.

Alice Jansma requested a distribution list on the application (to the Clerk, to the Supervisor, etc.,) and noted that there were 5 vacancies right now.

C. Kaufman commented on the open meetings act and the process of deliberation/decision making on the ZBA.

Ron Heilman commented on having a good balance on a ZBA and members have to understand how ordinances affect what is going on.

Jake Welch commented that reappointments and new appointments to the ZBA needs to be done-whatever process necessary. Due to family obligations, Jake commented that he doesn't have time to take on more meetings a year (if he'd cross over to the PC).

Tressa Knowles commented that she would be interested in possibly going to the ZBA, but not immediately- as to get a more experience on the Plan. Commission.

Rich Beukema- commented on training and education being a necessary requirement of ZBA candidates.

Shane VandenBerg commented that by the comments just heard that maybe we're looking for some new blood on the ZBA/PC.

Jan Lippert commented on advertising for positions and approaching community minded residents for ZBA and PC.

C. Kaufman commented on getting the importance of getting the ZBA staffed.

R. Harvey commented as long as the board member would like to be on the PC is the length of that board member's term on the PC.

C. Kaufman commented by law the township does NOT have to have a township board member on the ZBA. However, by law, the PC has to have a township board member on it.

Roger Rottschafer commented on getting applications turned in but not doing anything with them.

J. Lippert asked if a ZBA or PC member has to be a full-time resident. C. Kaufman commented on options regarding residency.

Discussion of ZBA/PC Interviewing and Appointments- (2nd page of continuation)

C. Kaufman commented on a free session on January 18th at Hartford Township. C. Kaufman is doing the session regarding ZBA training and suggested it would be a good idea to send two individuals from YS Township to attend. C. Kaufman commented on the ZBA being a difficult job.

R. Harvey commented on the key items for the ZBA: 1. Get and keep a full board with people that will always come to the meeting and come prepared for the meeting. 2. The zoning ordinance needs to be amended to clearly set forth the criteria by which they can gauge the variances. This would help the ZBA so they can turn a page and say "every time we get a variance we go right down this list and that is what we are going to do." Harvey also spoke about still needing a professional sitting there (at the ZBA meetings) to assist in the discussion of the ZBA taking place.

Fiala commented on a recent email from R. Harvey giving information and samples as to guide and provide structure for the ZBA to follow.

C. Kaufman commented on the necessity of Finding of Facts for the courts of law and conclusions. C. Kaufman commented on what R. Harvey provided as a nice, easy way for the ZBA to go through and provide appropriate minutes.

Mark Englerth commented on keeping attorney fees down.

Jake Welch felt the information received through the email was very beneficial. J. Welch commented on the need for a "play book" as to how to go through the right process of making a decision (on the ZBA). J. Welch also inquired regarding availability of this information (going into the ordinance) before the next ZBA meeting.

C. Kaufman – noted that the ZBA's process of decision making has to be in the minutes. C. Kaufman urged the ZBA to adopt the information to get it into place and have R. Harvey help the ZBA get it down by attending a few meetings to assist the ZBA.

Discussion occurred regarding the terms "hardship" vs. "practical difficulty".

J. Lippert asked about possibly putting a moratorium on ZBA requests during the winter season.

M. Englerth inquired "Ultimately when you have people sitting on the board, do you automatically reappoint them, or do you look at them and then make your decision?" Also it was noted that no one agreed to move from the PC to the ZBA (R. Beukema already serves on both the PC and ZBA).

Discussion of ZBA/PC Interviewing and Appointments- (3rd page of continuation)

Roger Rottschafer commented on not having enough bodies on the ZBA, and not interviewing the applicants that applied months ago. R. Rottschafer redirected the discussion to the draft written by Greg Purcell. R. Rottschafer didn't see the need for discussing length of terms at this point in the discussion this evening.

C. Strickland felt you should have to re-apply for your own job.

M. Englerth commented that the bigger question is "How do we proceed professionally?"

G Purcell commented on proceeding as soon as possible with the current applicants for the ZBA. G. Purcell commented on getting citizens to focus in and help set priorities. G. Purcell also liked C. Strickland's comment on getting committees to accomplish some of the PC Objectives and also obtaining grants.

Alice Jansma agreed with C. Strickland on having people reapply and getting things done.

J. Lippert commented she will advertise on the ZBA openings and include the four current applications.

Chuck Biggs commented that he will gladly continue on the ZBA as long as he is needed, then when the ZBA feels he is not needed, he will resign.

Regarding Interviewing of ZBA candidates:

Motion by Rottschafer with support from J. Lippert to proceed to interview people that we have (4 applicants) as soon as possible and having Frank Fiala as one of the interviewers and another member from the ZBA and one Board member. ROLL CALL VOTE: A. Jansma: No, VandenBerg: No, Lippert: yes, Englerth: No, Rottschafer: yes. No: 3, Yes: 2. MOTION FAILED.

Motion by Jansma with support from VandenBerg for the Township Board to interview the four (4) people that have already expressed interest in the ZBA positions. ROLL CALL VOTE: A. Jansma: Yes, VandenBerg: Yes, Lippert: Yes, Englerth: Yes, Rottschafer: Yes. All Yes: 5. MOTION CARRIED.

J. Lippert will contact the four (4) applicants interested.

C. Kaufman commented that for interviewing, a special meeting to interview can be called and noticed 18 hours in advance.

MOTION regarding Interviewing ZBA candidates and Interviewers.

MOTION for the Township Board to interview the four (4) people that have already expressed interest in the ZBA positions.

Motion by Jansma with support from J. Lippert to have present PC and ZBA members whose terms are expiring and have a desire to remain on the PC or ZBA reapply by January 12th, next Board meeting, if possible. ROLL CALL VOTE: A. Jansma: Yes, VandenBerg: Yes, Lippert: Yes, Englerth: Yes, Rottschafer: No. Yes: 4, No: 1. MOTION CARRIED.

BREAK: 10:13 p.m. RESUME: 10:19

AGENDA CHANGE/MODIFICATION: (After Break)

Due to lateness of the meeting, **Review of the YS Twp. Community Survey** was taken off agenda with consent of board members.

RULES of ENGAGEMENT-developed by the Michigan Townships Association.

M. Englerth commented briefly on using the **Rules of Engagement** for two months and spending quality time reviewing this document (critiquing/making possible changes), and then making a motion to adopt it possibly after the trial period. Board Consensus was given.

Final Comments:

Fiala also commented on the feedback on the survey being valuable and also going over the PC objectives and apply C. Stricklands's suggestion to go to committees.

Englerth commented on the process of "How do we get there?" regarding projects for 2017.

Motion by A. Jansma with support from J. Lippert to amend motion from \$100 to \$250 and give survey analyzer a \$250 stipend for the college student's work on township survey. ROLL CALL VOTE: A. Jansma: Yes, VandenBerg: Yes, Lippert: Yes, Englerth: Yes, Rottschafer: Yes. All Yes: 5. MOTION CARRIED.

Roger Rottschafer *thanked Catherine Kaufman and Rebecca Harvey for coming to tonight's meeting.*

****There was NO further comment this evening.***

ADJOURNMENT: At 10:35 p.m., Rottschafer motioned to adjourn with support from Lippert. Approved by all.

Respectfully submitted
D. Mousseau
Recording Secretary
1-3-17

Approved Date: Feb. 9, 2017 by Bd Trustees
Janice C. Lippert, Clerk _____

MOTION to have present PC and ZBA members whose terms are expiring reapply.

BREAK

AGENDA CHANGE/MODIFICATION

RULES of ENGAGEMENT-developed by the Michigan Townships Association.

Final Comments

MOTION for Gift of Appreciation to College Student/Survey Analyzer

ADJOURNMENT

Page 6 of 6
YST Joint Meeting
1-3-17

YANKEE SPRINGS TOWNSHIP ZBA ANNUAL REPORT 2016

At the recommendation of the Township Attorney and the YST Board the following report on Zoning Board of Appeals activities for the 2016 calendar year has been prepared for the Township Supervisor and Board members. There were 5 meetings and 1 Joint Meeting with the Planning Commission and Board in attendance. The ZBA meets on the second Tuesday of each month as needed.

TOTAL MEETINGS

2012---6	2013--6	2014--7	2015--8	2016--6
----------	---------	---------	---------	---------

ATTENDANCE

Commissioners	Meetings attended					Term expires	
	2012	2013	2014	2015	2016		
Richard Beukema (PZ Rep)	1 of 6	5 of 6	6 of 7	8/8	6 of 6	12-2016	
Roger Rottschafer Trustee			4 of 7	8/8	4 of 6	12-2016	
Jake Welch			0 of 0	8/8	6 of 6	12-2018	
Ron Heilman					3 of 6	12-2018	
Alternate: Chuck Biggs	4 of 6	6 of 6	4 of 7	7/8	4 of 6	12-2015	

*Mary Cook and Al Schwennesen vacated their ZBA positions.

ACCOMPLISHMENTS

- Joint meeting with the Various Boards
- Completed ZBA duties with minimal expense to township

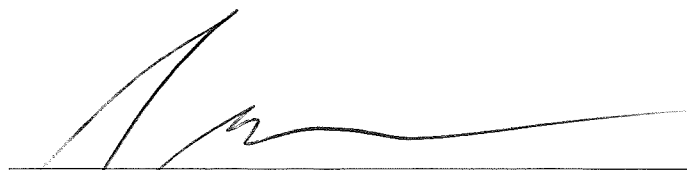
Please note: We are short one ZBA member and one alternate.

EDUCATIONAL CLASS PARTICIPATION

Jake Welch	ZBA Seminar 2016
Ron Heilman	MAP 10-2016
Roger Rottschafer	MAP 10-2016
Richard Beukema	MAP 10-2016 ZBA Seminar 2016

MAJOR 2017 OBJECTIVES


1. Encourage ZBA members to complete MSU Citizen Planner events and attend other pertinent seminars.
2. Find ways to make Zoning Ordinances that generate numerous variance requests more compatible with needs of citizens.
3. Maintain updated Ordinance Books.
4. Fill vacant positions on ZBA.
5. Encourage Planning Commission to better define access easement languages.
6. Encourage Board of Trustees to implement penalty fees.



Jacob Welch, Chair

Date

1/3/17



Ronald Heilman, ZBA Secretary

Date

1/3/17

YANKEE SPRINGS TOWNSHIP PLANNING COMMISSION

In compliance with Michigan Planning legislation the following report on Planning Commission activities for the 2016 calendar year has been prepared for the Township Supervisor and Board members. This is a summary relating to the productive results of 12 monthly meetings and one joint meeting with the ZBA and Township Board in attendance. The Planning Commission meets on the Third Thursday of each month.

ATTENDANCE

Commissioner	Meetings attended					Term Expires
	2012	2013	2014	2015	2016	
Frank Fiala (Chair)	12/12	20/20	18/18	13/13	13/13	12/2016
Cathy Strickland (Vice Chair)	11/12	20/20	17/18	13/13	12/13	12/2017
Greg Purcell	10/12	16/20	14/18	11/13	13/13	12/2017
Rich Beukema (ZBA rep)	10/12	20/20	17/18	13/13	13/13	12/2016
Bruce Campbell (Board)		18/20	15/18	13/13	13/13	12/2016
Paul Heystek			6/7	11/13	13/13	12/2018
Tressa Knowles (Secretary)				4/13	13/13	12/2018

SYNOPSIS OF MAJOR ACCOMPLISHMENTS

- Completed six year Capital Improvement Plan (CIP)
- Participated in Fire Committee Project
- Updated Zoning Map
- Noticed Master Plan Update
- Improved Office technology for meeting presentations
- Implemented new Phone System with multi-party conferencing
- Updated Planning Commission By Laws
- MSU-E Citizen Planner attendance
 - 9 people attended MAP Conference
 - 7 completed Citizens Planner courses
 - 6 people attained “Master Citizens Planner” status

RESIDENTIAL SITE PLAN REVIEWS (Zoning Administrator)

	2012	2013	2014	2015	2016
TOTAL	54	53	57	100	109
-New Homes	10	10	20	32	47
-Accessory Buildings	6	17	10	19	29
-Additions	27	20	17	18	21
-Other	11	6	10	29	12
-withdrawn				2	

COMMERCIAL SITE PLAN REVIEWS (Planning Commission)

Total	2012	2013	2014	2015	2016
	4	3	3	1	4

REZONING REQUESTS

2012
C-2 to C-3
11332 W. M- 179HWY

2013 (2)
C-1 to C-3
019-010-02 Chemical
Bank (Curley Cone)
GLRLF to R & Rec
WP parcels

2014
Middleville Tool & Die
Sharon Jackson withdrew
Melissa Schilthroat

2015
Neeson Property

2016
Drier Property - RR to RSF
Gun Lake Community Church - RA to C2

SPECIAL EXCEPTION USE REQUESTS

Total 2012
2

Total 2013
7

Total 2014
3

Total 2015
2

Total 2016
13 (1 withdrawn)

SUBDIVISIONS, LAND DEVELOPMENT, SPLITS

Total 2012
0

Total 2013
4 (3)

Total 2014

1

PSD 13-02-01 Nichols
PSD 13-06-02 Ullery
PSD 13-10-03 (Not required)
PSD 13-11-04 Waddell

PSD 14-12-01 Stolsonburg/Adgate

Total 2015
2

PSD Williamson
PSD Rosendall Trust (Moore)

2016

4

DeVries
Lettinga
Hunt
Quada

TEMPORARY CHARITABLE PERMITS/SPECIAL EVENT PERMIT

2012
0

2013
1

2014
1

2015
3

2016
1

SIGN PERMITS

2012	2013	2014	2015	2016
2	2	1	3	4

POPULATION CHANGES

2000 (census)	4219
2007 (est.)	4500
2008 (est.)	4532
2009 (est.)	4561
2010 (est.)	4550
2011 (census)	4065*
2012 (est.)	4065
2013 (est.)	4065
2014 (est.)	4065
2015 (est.)	4065
2016 (est.)	4065

Rebecca Harvey, AICP (Since 2014)

Services rendered included General Planning Consultation and Assistance.

Billing for Services:	2007	\$18,565.25
	2008	\$ 12,988.25
	2009	\$ 10,689.00
	2010	\$ 14,278.75
	2011	\$ 9,686.25
	2012	\$ 7,852.50
	2013	\$ 1,512.50
	2014	\$ 2,662.50 (RH)
	2015	\$ 5,725.00 (PC \$4,575.00 & ZBA \$1,150.00)
	2016	* Not Available at this time

BAUCKHAM, SPARKS, LOHRSTORFER, THALL & SEEBER, P.C.

All Planning Commission matters with legal implications were forwarded for discussion or written opinions. Ordinances, legal notices and all formal documents have been reviewed. Advice on procedural matters has been provided. Litigation and related charges are not included.

Billing for Services:	2007	\$ 5,445.00
	2008	4,245.00
	2009	3,955.00
	2010	2,220.00
	2011	3,520.00
	2012	2,850.00
	2013	14,605.00 (WP 9,080.00\5,525.00-other)
	2014	10,279.20
	2015	13,199.00
	2016	*Not Available at this time

EDUCATIONAL CLASS PARTICIPATION

Rich Beukema	MAP 10-2016 ZBA Mini Conference 10/16
Frank Fiala	MTA Conference 2016 ZBA Seminar 2016 MAP 2016
Paul Heystek	ZBA Seminar 2016 MAP 2016
Tressa Knowles	MAP 2016
Greg Purcell	ZBA Seminar 2016 MAP 2016
Cathy Strickland	

**PLANNING COMMISSION
MAJOR 2017 OBJECTIVES**

1. Strongly encourage all PC members to successfully complete six CEU's or the MSU-E Citizen Planning event every year and to participate in other Planning and Land Use seminars.
2. Support the Cuddy Drain process & Payne Creek Obstruction issues.
3. Complete Land Use Plan.
4. Promote Bicycle Trail along M-179 corridor.
5. Review Vanderslik Condo Association Completion of Project
6. Support Township Ordinance placement in Municode for the Township Web.
7. Examine & Update Township Law "nuisance ordinance".
8. Support DNR shooting range improvements/move to new location.
9. Undertake study of the Gun Lake State Park boat ramp usage and Allegan County Park boat ramp expansion.

_____ Date _____
Frank Fiala, Planning Commission Chairman

_____ Date _____
Tressa Knowles, Planning Commission Secretary