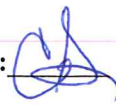


<p style="text-align: center;"> <b>YANKEE SPRINGS TOWNSHIP</b>  <b>PLANNING COMMISSION</b>  <b>Regular Meeting</b>    <b>Thursday, August 20, 2015</b>  <b>Yankee Springs Township Hall</b>  <b>284 North Briggs Road, Middleville, Michigan 49333</b>    <b>MINUTES</b> </p>	<p> <b>MINUTES</b>  Page 1 of 4  <b>APPROVED:</b>  </p>
<p>Meeting called to order at 7:00 PM by Chairman Frank Fiala.</p> <p><b>PLEDGE OF ALLEGIANCE</b></p> <p><u>Roll Call:</u> Present: Purcell, Beukema, Strickland, Heystek, Campbell and Fiala.</p> <p><u>Also present:</u> Rebecca Harvey, Professional Planner</p> <p><u>Staff Present:</u> Zoning Administrator, Larry Knowles</p> <p><u>Visitors:</u> 1 (not including staff present).</p>	<p> <b>PLEDGE</b>  <b>CALL TO ORDER</b>  <b>ROLL CALL</b> </p>
<p><b>ADDITIONS OR CORRECTIONS TO AGENDA:</b></p> <p><b>Add: Zoning District (discussion)</b>  <b>Add: (Under New Business) - Thornapple Twp.'s sign ordinance</b></p>	<p><b>ADDITIONS/CHANGES TO AGENDA:</b></p>
<p><b>BOARD REPORTS from REPRESENTATIVES</b></p> <p><u>ZBA-</u> Rich Beukema commented on the recent ZBA meeting of 8/11/15. 1864 Parker request for side yard and road setback- this request was denied, the other request was an addition built on a garage, partial amount of variance request was granted. Beukema would like the board to think about changing zoning districts on such existing congested areas (i.e. Lighthouse Ct.) and render them conforming. Brief discussion occurred at this time.</p> <p><u>Board of Trustees-</u> Bruce Campbell commented the Board had a meeting Aug. 13 with the City of Wayland, Wayland Twp. regarding information on Fire Authorities and also approved a land split in the regular meeting.</p> <p><u>Zoning Administrator-</u> Larry Knowles commented on experiencing complaints on the sign ordinance and the zoning office is working on issues at England Point.</p>	<p><b>BOARD REPORTS from REPRESENTATIVES</b></p>
<p><b>PUBLIC COMMENT:</b></p> <p><b>Bill Medendorp, YS Resident,</b> commented that he appreciated the new projector which was used for the recent ZBA meeting as well.</p> <p><b>APPROVAL OF MEETING MINUTES:</b></p> <p>Motion by Beukema with support from Campbell to accept Planning Commission minutes of July 16, 2015 meeting as presented. All ayes.  <b>MOTION CARRIED.</b></p>	<p><b>PUBLIC COMMENT</b></p> <p><b>APPROVAL OF MEETING MINUTES</b></p>

**NEW BUSINESS:**

- Article was distributed by Frank Fiala regarding new electronic messaging signs.

*Sec. 17.7 changeable copy signs (of our ordinance) was reviewed.*

- Memo from Rebecca Harvey Reviewed and Discussed and Discussion of Handouts (Attached to minutes)

**Key points of R. Harvey's Memo:**

1. **Procedure for communication w/ Twp. Attorney**  
*It was suggested to add "/Twp. Planner" after Twp. Attorney.*
  2. **Status of Ordinance amendment**
  3. **Article 12 (XII)** *this is to be in ordinance format and will before the township board before the next meeting. (Theoretically, next week it will be ready-per R. Harvey)*
  4. **Master Plan** *(to be discussed later in meeting)*
  5. **Regulatory Options to Township on State Land** *discussion occurred regarding nuisance ordinance.*  
*\*YS Noise Ordinance (standard) will be copied and distributed this evening.*
- \*Question to pose to the Township Board (regarding Nuisance Order): Can it be helpful with some of the nuisance kind of activities we have in the township? Can it be helpful if it is improved upon?*
6. **Section 18.5 Private Roads and Easements** *-public hearing needs to take place. R. Harvey recommended that twp. legal counsel review 18.5.*

**Motion on 18.15:** Motion by Beukema with support from Campbell to send Section 18.5 to township attorney for comments. All ayes. MOTION CARRIED.

Motion by Purcell with support from Heystek to authorize Rebecca Harvey to forward Sec. 18.15 with changes to new attorney. All Ayes. MOTION CARRIED.

**OLD BUSINESS:**

Back to #4. **Master Plan**

**\*First step:** Notice of Intent sent to county, railroad or utility that operates within the township and surrounding localities.

**MINUTES**

August 20, 2015

Page 2 of 4

APPROVED: 

**NEW BUSINESS**

Motion to send Section 18.5 to township attorney for comments. MOTION CARRIED

Motion to authorize Rebecca Harvey to forward to new attorney. MOTION CARRIED.

**OLD BUSINESS**

**OLD BUSINESS: Master Plan Update Discussion cont'd**

**MINUTES**

August 20, 2015

Page 3 of 4

APPROVED: 

*R. Harvey has a checklist in which dates can be filled in.*

*\*Fiala requested that R. Harvey will bring this to next meeting or email the checklist and R. Harvey commented on working on Notice of Intent for Yankee Springs.*

**R. Harvey suggestions to Master Plan:**

*\* Update demographics*

*\*Add goals & objectives*

*\*Include by -records of conversation- current standing with M-37 "Corridor".*

-Brief discussion occurred regarding Veteran's Memorial being in Park.

*R. Harvey suggested that Fire Station/service & Veteran's Memorial be put under facilities.*

*\*Zoning plan needs to be included.*

*\* In implementation section: add very clear **action plans**.*

*Example: "Here are our strategies to accomplish things, and this is who will implement these."*

**Future Land Use Map – discussed**

R. Harvey commented that a really good exercise for a community is to know what their Master Plan says and whether or not the zoning ordinance is specifically designed to implement the major things that you feel are important priorities or areas encouraged in the Master Plan. Lengthy discussion occurred.

**R. Harvey's Handouts that were discussed: (attached to minutes)**

- 1. Procedure for Communication with Township Attorney**
- 2. Zoning Ordinance Amendment Process**
- 3. Sec. 18.5 Private Roads and Easements**

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Fiala would like to take the visioning that has gone on tonight, get it into some simple language and have it kind of drive the ordinance. R. Harvey commented that the density around the lake(s) is something the PC would want to do something closer related to than what is there now. Harvey added that effort should be directed toward changing standards. Beukema commented on how this would help direct the ZBA and help with its decisions.

**Assignments: (for next Planning Commission meeting)**

1. Go one more level in review on: Changeable copy/ Thornapple Twp. Sign Ordinance .
2. Go through Noise control/Nuisance Ordinance.
3. Review verbiage of present Master Plan that Cathy has updated. – Have a hard copy to go through at next meeting.

**PUBLIC COMMENT:**

**Bill Medendorp, of Vista Point**, apologized for “butting in” during the last meeting (referring to the Board of Trustees meeting of August 13, 2015).

Mr. Medendorp also referred to the recent receiving of a check from the Gun Lake Casino/Tribal funds. “...Once you get involved with the Indians, they’ve got 99 square miles they want to take over of land and then eventually you won’t get no tax dollars if they take land around this area, because they want it where their ancestors used to camp. So I am just saying, please keep an eye on those because I don’t want you to get caught where you’re not going to get tax dollars.”

Addressing Paul Heystek, Mr. Medendorp, commented that he (Mr. Medendorp) was just saying this kiddingly, “I did some changes in my paperwork and I like to park my truck in your driveway. That’s how private roads are ... everybody likes to have that feeling of owning something, so please don’t take that wrong.” Fiala asked for clarification. Medendorp replied that he was saying that when there was discussion about the boat launch and private thing, “I’m saying that I changed me things here and I want to park my vehicles in his driveway. ....I want him (Mr. Heystek) to think what privacy means to people, and I just want to do it in a nice way. If I did it wrong, I’m sorry.”

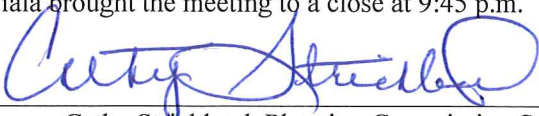
Regarding the Gun shooting range, Mr. Medendorp asked, “Why can’t you get the hunters involved, like you did with the businesses when you had it on the board and let them help you solve your problems? Because these people want to be respectable gun owners and everything else ....Get them eating out of your hands more, I think....Why don’t you talk to these people and let them have a say so?”

Lastly, regarding Trails, Medendorp commented, “How much of that land is going to be taken away for hunting around Gun Lake? You’re going to be needing these gun people to see what your plans are before they start thinking they are going to lose land for hunting and they’re going to come at you ...with attitude. Why don’t you get these people involved and let them help you make decisions and show the people what your plans are because right now right where the Marathon station is, you’re going to lose that land for hunting. I know that because I used to hunt it. So you’re going to ask these people to give up their hunting areas and stuff .... Show them what you’re doing. Get them involved. Let them feel that they are part of your community. And that’s my thinking.”

**ADJOURNMENT:**

Chairman Fiala brought the meeting to a close at 9:45 p.m.

Approved by:



9/17/15

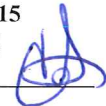
Cathy Strickland, Planning Commission Secretary Date

**MINUTES**

August 20, 2015

Page 4 of 4

APPROVED:



**PUBLIC COMMENT:**

**ADJOURNMENT**

Deb Mousseau  
Recording Secretary  
August 20, 2015

## Sandra Marcukaitis

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**From:** Rebecca Harvey <rebeccaharveyaicp@gmail.com>  
**Sent:** Wednesday, August 12, 2015 8:03 AM  
**To:** Frank Fiala  
**Cc:** Sandra Marcukaitis  
**Subject:** PC Items  
**Attachments:** PC Communications Procedure.docx; Ordinance Adoption Process.docx; Article 12 ordinance final 6-01-15 (3) - with revisions per RH.docx

Frank,

Regarding the work items noted at the previous PC meeting, I offer the following:

1. **Procedure for Communication w/ Twn Attorney:** I drafted a 'procedural checklist' of sorts as requested and have **attached** same for your review. (I have also **attached** the Ordinance Adoption Checklist I developed earlier for your reference)
2. **Status of Ordinance Amendment:** The amendment to the Ordinance (Section 12.15 - Drainage) was recommended for approval by the PC on 10.16.14 and adopted by the TB on 11.13.14. I checked w/ the Twn Attorney on the status of that adoption and he is going to confirm if it is still possible to complete the adoption process on his end or if it needs to be redone by the TB (due to the time lapse since TB action). Either way . . it will be completed with the upcoming adoption of the amendments to Article 12.
3. **Article 12:** I have reviewed the final draft and made the necessary 'housekeeping edits' to it. I have submitted the revised final draft to the Township Attorney for development of Article 12 in Ordinance form for submission to the TB for adoption. I have **attached** the revised final draft for your reference.
4. **Master Plan:** I have downloaded/reviewed Cathy's suggested updates to the Master Plan as requested. I am also developing an outline of suggested updates to the Plan and will provide to the PC at the August meeting for discussion.
5. **Regulatory Options to Township on State Land:** I have had additional discussions with the Supervisor on the matter and have been asked to continue working with the new Township Attorney as we move forward toward a resolution with the State.
6. **Section 18.5:** Greg Purcell has incorporated my suggested revisions into his draft text and distributed same for Board review. I have reviewed his revised draft and am prepared for continued Board discussion.

Let me know if you have any questions . . . or would like additional information.

Thanks. See you next Thursday!

Becky

# Yankee Springs Township

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## Procedure for Communication

### w/ Township Attorney

#### **1. Issue/Question Presented to PC**

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- a. An issue/question is presented to PC by Township resident, applicant, or Board member
- b. PC reviews the issue/question and provides feedback
- c. Zoning Administrator and/or Planning Consultant are present for consultation during PC consideration of the issue/question

#### **2. Zoning Administrator Consideration of Issue**

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- a. An unresolved issue/question considered by the PC shall be forwarded to the Zoning Administrator for clarification and/or study
- b. Zoning Administrator may consult with the Planning Consultant in consideration of the issue/question
- c. If necessary, Zoning Administrator may then consult with the Township Attorney for direction and/or resolution of the issue/question

#### **3. Consult w/ Township Attorney**

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- a. All consults with the Township Attorney by the Zoning Administrator shall be documented in writing via letter or email

#### **4. Documentation of Resolution**

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- a. Written documentation of the resolution to the issue/question shall be provided to the PC by the Zoning Administrator
- b. All compiled information and/or written correspondence received in the study and resolution of the issue/question shall be kept on file at the Township Office.

# Yankee Springs Township

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## Zoning Ordinance Amendment Process

### **1. Develop Draft Ordinance**

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- a. Text amendment initiated by Township Board, Planning Commission, or application.
- b. PC develops draft text
- c. PC submits draft text to Township Attorney or Township Planning Consultant for review (*optional*)
- d. PC revises draft text per review/discussion
- e. PC schedules public hearing

### **2. Planning Commission Public Hearing**

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- a. Planning Consultant drafts public hearing notice – submits to Township Clerk
- b. Planning Consultant finalizes draft text – submits to Township Clerk
- c. Township Clerk provides notice of public hearing pursuant to MZEA
- d. Township Clerk submits public hearing notice and final draft text to PC
- e. PC holds public hearing
- f. PC makes recommendation to TB
- g. Planning Consultant finalizes draft text (per PC recommendation) and submits to Township Attorney for ordinance preparation
- h. Township Attorney prepares finalized draft text in ordinance form and submits to Township Clerk

### **3. Township Board Adoption**

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- a. Township Clerk submits finalized draft text (in ordinance form) to TB
- b. TB adopts ordinance
- c. Township Clerk advises Township Attorney of ordinance adoption

# Yankee Springs Township

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## 4. Adoption of Ordinance

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- a. Township Attorney prepares notice of ordinance adoption and final ordinance (if revised by TB)
- b. Township Attorney files notice of ordinance adoption and final ordinance with Township Clerk within 15 days after adoption
- c. Township Clerk:
  - publishes notice of adoption within 15 days of adoption
  - files affidavit of publication from newspaper in Township ordinance records
  - records ordinance in Township ordinance book within 1 week after publication of ordinance

## 5. Codification

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- a. Township Clerk sends final ordinance to Municode
- b. Municode edits Zoning Ordinance and sends replacement pages
- c. Township Clerk provides replacement pages to staff and boards



Draft 2 8/11/2015

**Sec. 18.5 Private Roads and Easements.**

Use of private roads and easements is not available to the general public and is dedicated to the exclusive use of the occupants, owners and friends of the abutting property owners, including utility and service vehicles.

Use of private roads and easements to access any lake in Yankee Springs Township shall not include riparian rights for any owner or occupant in the plat or subdivision UNLESS the duly filed Plat or Subdivision documents specify such rights.

For all plats or subdivisions adjacent to any lake in Yankee Springs Township that does not authorize riparian rights to property owners, the access afforded through private roads or easements shall only allow ingress and egress to the lake.

The following regulations shall apply to all property owners without riparian rights for use of private roads and easements:

- 1.) No dock, raft or similar equipment shall be placed in any lake within the boundaries of the private road or easement extending into the lake.
- 2.) No watercraft shall be moored at the end of any private road or easement that is adjacent to the lake.
- 3.) Boats and other watercraft may be launched or retrieved on a daily basis using ingress and egress rights – only if appropriate launch facilities are available at the access point.
- 4.) Hours of use of any access point to the lake shall be established by the Plat documents. If there are no specified hours in these documents, the hours of use shall be between the hours of 7:00 a.m. and 10:00 p.m.

Any violation of this section may be enforced by Yankee Springs Township through issuance of a ticket for a municipal civil infraction, or may be enforced through civil action by any property in the Plat or Subdivision.

JP  
H.