



1                   **PLANNING COMMISSION REGULAR MEETING MINUTES, MAY 23, 2023**  
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3                   **CALL TO ORDER/ROLL CALL**

4                   The Meeting was called to order at 6:00 p.m. and roll was called. The following Commissioners were  
5 present: Chair Corfman, Vice Chair Davis, Secretary Loeks, Commissioners Roberts, Eavey, Buckham  
6 and Matson. Also present were Zoning Administrator Lovely, Recording Secretary Quemada and  
7 approximately 6 interested persons.

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10                  **PUBLIC COMMENTS**

11                  A resident commended the Commissioners for the work that is being done with the planning  
12 commission. Commissioners thanked the public for being present and giving their comments.

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15                  **ADOPTION OF MEETING AGENDA**

16                  The agenda was reviewed. Motion by Buckham, seconded by Eavey, motion carried, to adopt the  
17 agenda with Item 6A tabled.

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20                  **APPROVAL OF MEETING MINUTES**

21                  Spelling corrections were noted within the draft May 9, 2023, Workshop Meeting Minutes.

22                  Motion by Davis, seconded by Matson, motion carried, to approve the minutes of the May 9, 2023,  
23 Workshop Meeting Minutes with corrections indicated.

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26                  **NEW BUSINESS**

27                  **PC#19-01 Bradford Oaks Site Condominium Step 2 Extension Request**

28                  Location: Southeast corner of South 10<sup>th</sup> Street and W Q Avenue

29                  Applicant: Allen Edwin Homes, Brian Wood

30                  Request: Step 2 Site Condominium Approval Extension  
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33                  Bradford Oaks Site Condominium Step 2 Extension Request was postponed to another meeting by the  
34 request of the developer via phone prior in the day. Zoning Administrator Lovely will place this on the June  
35 13, 2023 Workshop Meeting Agenda.

36                  Motion by Loeks, seconded by Buckham, motion carried to table Item 6A on the agenda.  
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38                  **PC#23-06VerSteeg Front Yard Accessory Building – Special Exception Use and Public Hearing**

39                  Location: 9894 W S Avenue

40                  Applicant: Kyle VerSteeg

41                  Request: Review and approval of Special Exception Use for Front Yard Accessory Building  
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43                  Mr. Lovely explained that the applicant Kyle VerSteeg has applied for a Special Exception Use as it  
44 does not meet allowable front yard requirements for where applicant prefers to put an accessory structure.  
45 After a full zoning review and building permit review, comments were shared with the applicant to look at  
46 shifting the building north, however, there were issues with placement due to utilities. As it meets all the  
47 criteria aside from the area for the Special Exception Use, Mr. Lovely recommends granting with the  
48 following condition: "The Zoning Administrator shall, as part of the final building permit review, confirm that  
49 the maximum allowable lot coverage of 15-percent is not exceeded with impervious surfaces such as  
50 pavement or concrete that may or may not be indicated at this time". Commissioners asked if the neighbors  
51 were aware, and Mr. Lovely indicated the public notice was sent out and no residents have reached out  
52 leading up to the meeting.  
53

54 The applicant spoke and clarified that on the north side, right behind the home is the drain field. On the  
55 west side is a ravine where there are trees.  
56

57 **Public Hearing**

58 Motion by Eavey, seconded by Roberts, motion carried to open the Public Hearing on the VerSteeg  
59 Front Yard Accessory Building Special Exception Use.

60 There were no public comments.

61 Motion by Buckham, seconded by Matson, motion carried to close the Public Hearing on the VerSteeg  
62 Front Yard Accessory Building Special Exception Use.  
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64 Commissioners asked if the applicants had heard from their neighbors. Applicants responded that  
65 although they are friendly, they have not heard from their neighbors. Commissioners discussed concern  
66 at the size of the building for a special exception use. The applicants clarified they would need an accessory  
67 building of that size for equipment storage.  
68

69 Motion by Loeks seconded by Davis, motion carried to approve the special exception use including the  
70 staff recommendation that the Zoning Administrator shall, as part of the final building permit review,  
71 confirm that the maximum allowable lot coverage of 15-percent is not exceeded with impervious surfaces  
72 such as pavement or concrete that may or may not be indicated at this time.  
73

74 **Public Hearing and Final Review of Ordinance Amendments**

75 Request: Hold public hearing and perform final review for the following Amendments: Front Yard Sport  
76 Courts, Lot Depth, Width and Frontage Requirements, Rear Yard Attached Deck Setback  
77 Encroachments and new Subdivision and Site Condominium Ordinance.  
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79 Mr. Lovely explained the Planning Commission's previous work on the amendments and gave an  
80 overview of each section for the public hearing. Mr. Lovely will make a correction on section 36-3.4e,  
81 clarifying that decks will not be covered or enclosed.  
82

83 **Public Hearing**

84 Motion by Davis, seconded by Matson, motioned carried to open the public hearing.  
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86 A concerned resident stated as lot sizes are getting smaller, they are hoping for more relaxation on  
87 setbacks. Also, he wondered how more people can become aware of the rules and regulations as he feels  
88 many people are unaware.  
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90 Another Resident added he agreed with the previous comment and is suggesting adding a brochure  
91 of these regulations to a website to help make others aware.  
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93 A developer reiterated support of the great work the Planning Commission is doing but also had some  
94 comments and questions about the Subdivision and Site Condominium Ordinance:

- 95 • Item 7G Entryways: he wondered if the county road commission would allow for an 86 feet wide  
96 road right of way.
- 97 • Item H.xi: There was discussion if road grades should be approved by the Township Engineer or  
98 County Road recommendations.
- 99 • Item H.xiii.e: most private utility companies allow their utilities within private rights of way, whereas  
100 the Road Commission will not allow these utilities in the public right of way aside from crossings.  
101 Is this section necessary for private roads?
- 102 • Item H.xiv: recommendation to look at this section as he believes there are portions that may  
103 contradict the county's name approval process.

- 104 • Item K.i.b Natural Features: there was discussion on whether to keep upland buffer area of lake  
105 and erosion control in.
- 106 • Item L.ii: requesting clarification on the 20-foot buffer area. Is this included in the 50-foot common  
107 open space element?
- 108 • Item D.iii.8: flexibility on sidewalk is necessary sometimes due to supply delays, etc. Request to  
109 review this section and consider this.

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111 There was a comment from a resident online that he is very pleased with the recommended  
112 amendment to the rear yard setbacks.

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114 Motion by Eavey, seconded by Roberts, motion carried to close the public hearing.

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116 Commissioners asked whether an average was considered during the deck discussion as there is  
117 concern when greater encroachment is allowed, if it may block others view. There was additional  
118 discussion on preserved right of way and buffer area. Mr. Lovely agreed to clean up this section to help it  
119 read better and to have the attorney review. Commissioners suggested presenting Exhibit 1-3 to the  
120 Township Board for a first reading and to make necessary revisions to Exhibit 4 for continued review.

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122 Motion by Eavey, seconded by Corfman, motion carried, to move Exhibits 1,2, & 3 forward to the  
123 Township board for the first reading while making the necessary revisions to Exhibit 4 for the Planning  
124 Commission to review.

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127 **OLD BUSINESS**

128 No Old Business.

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131 **COMMISSIONER COMMENTS**

132 Commissioner Roberts shared how she assigns addresses to land divisions, splits, combinations, and  
133 commercial properties but not for residential developments. Roberts stated that the Texas Corners Beer  
134 Wine and Liquor site plan approval included rear access to each individual tenant space so that they would  
135 have access for deliveries. The sewer connection deferment and waiver criteria were presented last night  
136 at the Township Board meeting for the mandatory connection. There are approximately 92 existing parcels  
137 that still need to connect out of 385. Roberts shared updates on the Lake Level Project.

138 Commissioner Davis shared that he took the MTA Breaking the Zoning Code class and felt we are way  
139 ahead knowledge wise even though it sometimes feels like we are spinning our wheels.

140 Zoning Administrator Lovely notified the Planning Commission that either the workshop meeting in  
141 June or the regular meeting in June, there will be a CIB planning representative presenting, as his wife is  
142 35 weeks pregnant so he will be absent.

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145 **PUBLIC COMMENT**

146 There were no public comments.

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149 **ADJOURNMENT**

150 Motion by Matson, seconded by Loeks, motion carried to adjourn the meeting. The meeting was  
151 adjourned at 7:31 p.m.

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153 Submitted: May 31, 2023

Approved: June 27, 2023

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155 Recording Secretary Quemada