

**Burtchville Township
Planning Commission**

**4000 Burtch Road
Lakeport, Michigan 48059**

Minutes of May 3, 2022 Planning Commission Meeting;

The Chair Dave Klinesteker, called the meeting of the Burtchville Township Planning Commission to order at 7:02 p.m.; Pledge of Allegiance Recited

Members Present: Klinesteker, Minnie, Richards, Vargo and Wollenweber.

Excused: Dupuis and Schmitt

Citizens present: Steve Cassin, Planning Consultant; Pam Patterson, Zoning Administrator; Sandra Johnson, Ryan Johnson, David Losinski and Brian Gavin

Minutes: Motion by Minnie, second by **Wollenweber**, to approve minutes of April 5, 2022 meeting. Motion was unanimously approved by voice vote.

Close Regular meeting at 7:04 p.m. and open **Public Hearing: Application for Rezoning of 6645 Bunker Road.**

Public Hearing: Rezoning application 6645 Bunker Road

Chairman Klinesteker explained that due to an error in the zoning information in the notice and publication will not proceed today; read the letter attached to the application. Zoning in notice and application are basically flipped. New notices will be mailed and a new publication. Lot 17 on Bunker Hill is zoned R1A and the parcel on Myrtle is zoned R1C. Application reads that want Lot 17 R1A rezoned to match parcel on Myrtle Road. Suggested that contact her attorney to discuss combining the properties.

Public comment: No public comments.

Motion by **Wollenweber**, second by **Minnie**, to close public hearing. No objections

Close public hearing 7:12 p.m.

Re-open General Meeting 7:13 p.m.

New Business:

1. **6645 Bunker Road:** Discussion that properties have been combined but not rezoned for assessing purposes. Need to be careful that may create non-conformance lot depending on how rezoned. Assessor has stated that cannot have different zoning class on property for tax purposes. Wollenweber mentioned that she already has R1A zoning on the Bunker Road property and the larger parcel is R1C.

Off the record at 7:40 p.m.

Back on the record at 7:59 p.m.

2. Motion by **Wollenweber**, second by **Richards** that recommend to Township Board that establish procedure for handling applications that are filed.

- a. When application comes in goes to zoning administrator for review and approval,
- b. zoning administrator forwards to planning consultant for review;
- c. planning consultant will prepare notice and publication and forward them to staff for processing;
- d. application with approvals of zoning administrator and planning consultant given to planning commission at least two weeks before meeting/hearing.

Motion unanimously approved by voice vote.

Off record at 8:00 p.m.

Back on record at 8:05 p.m.

3. **Short Term Rental Ordinance:** Zoning Administrator indicated clarification needed when landlord to provide insurance on property and liability; current owner contact information and property manager contact information. On Township website click on tab refers to page 223 but on page 18 says requires special land use but not mentioned on page 223. Also, need to use database tracking properties. Wollenweber suggested that recommend to board fix sheet, that information provided annually. Richards commented owner should provide certificate of insurance from insurance provider indicating that have insurance. Planning consultant and zoning administrator to draft update to zoning ordinance, and other possible changes to ordinances. Need to have public hearing. Will review draft at June 7 meeting and have special meeting June 28

Old Business:

1. **Not covered.**

Public Comments:

David Losinski, comments on denial for moving garage back and non-conforming lots. Cited ordinance for 1976 and 1986. Suggested that speak to Zoning Administrator directly. Also advised that cannot expand non-conforming lot and must comply with new ordinance. Also, that should review zoning ordinance for non-conforming lot and address to Zoning Board of Appeals.

Brian Gavin, question regarding solar panel park project between Grant and Burtchville Townships. Advised that if anything would come up the process would have to start all over again.

ZBA Report. No report.

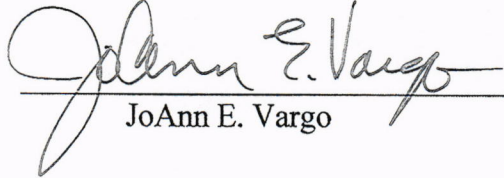
Board Liaison report: None..

Correspondence: None


Next Meeting: June 7, 2022 @ 7:00 p.m.

Special meeting: June 28, 2022 @ 7:00 p.m.

Adjournment: Motion by Minnie, second by Wollenweber to adjourn at 8:25 p.m.
Motion passes unanimously on voice vote.



JoAnn E. Vargo



Approved