

**OTSEGO LAKE TOWNSHIP PLANNING COMMISSION  
APPROVED MINUTES  
January 6, 2011**

Chairperson Randy Stults opened the meeting of the Otsego Lake Township Planning Commission to order at 7:00 pm. The meeting opened with roll call.

Planning Commission members present: Erma Backenstose, Tim Baker, Margaret Black, Nora Corfis, Russell Gregg, Susan LaVanway, and Randy Stults

Members absent: none

A quorum was present.

Following roll call, the Pledge of Allegiance was said.

**Public Hearings:**

There was no public hearing.

**Persons Requested by the Committee to Attend the Meeting:**

No one was requested to attend.

**Other Public Participation for Items on this Agenda:**

No member of the public was present.

**Housekeeping Business:**

The next meeting of the Otsego Lake Township Planning Commission will be established under new business.

**Public Comments, Communications Concerning Items on the Agenda and additions to the Agenda:**

Chairperson Stults requested that the Chester Township Master Plan be added to the agenda as item 4 in Unfinished Business.

Chairperson Stults also provided commission members with an article from the Michigan Planner, "Guidelines for Planning Commissioners, Zoning Board of Appeals, and Elected Officials." It highlights some of the responsibilities, tools, and ways to make good planning decisions for the benefit of the community.

### **Approval of Minutes:**

Chairperson Stults asked for approval of the Otsego Lake Township Planning Commission minutes dated October 7, 2010. Margaret Black moved to accept the minutes as printed. Susan LaVanway supported the motion which passed unanimously by a voice vote.

### **Unfinished Business and Reports:**

- Otsego County Planning Commission Activities

Randy Stults reported the County Planning Commission did not hold a meeting in November and December. At its October 2010 meeting, the Northern Processing (gravel pit) was on the agenda. The Commission again reiterated its position that the stockpile of gravel is in noncompliance, and needs to be graded or removed from the site. This case is in the courts.

The County Planning Commission does not have any cases on its agenda for January 2011, but will work on the budget and other organizational items.

- Otsego Lake Township Activities

Tim Baker updated the Planning Commission on Township Board activities.

1. The boiler at the Township Hall needed repairs. They have been made, but because of its age and condition will need replacement.
2. The Board reappointed Russell Gregg and Randy Stults to the Otsego Lake Township Planning Commission for terms beginning January 1, 2011 through December 31, 2013.

[Ms. Backenstose and Ms. Black informed the Commission of their intention not to seek reappointment to an additional term on the Otsego Lake Township Planning Commission. They will serve out their present appointments which end

on December 31, 2011. There was discussion about seeking members in the community who would be interested in serving on the Commission.]

Chairperson Stults asked to move on to New Business and return to the Draft Interchange District language at its conclusion.

**New Business:**

- 2011 Meeting Schedule

Mr. Baker moved the proposed Otsego Lake Township Planning Commission Meeting Schedule be adopted and posted at the Township Hall. Mr. Gregg seconded the motion which passed unanimously by a voice vote. A copy of the Schedule is attached as part of these minutes.

- 2011 Rules of Operation

Margaret Black moved to adopt the Rules of Operation used in 2010 as the Rules of Operation for 2011. They are identified as follows:

Otsego Lake Township Planning Commission Rules for Conducting Meetings and Special Meetings, dated January 2010,

Otsego Lake Township Planning Commission Rules for Conducting Public Hearings required by the Applicant, dated January 2010,

Otsego Lake Township Planning Commission Rules for Conducting Public Hearings required by the Planning Commission, dated January 2010,

and a copy of the rules be attached to and made part of the minutes of this meeting.

The motion was seconded by Tim Baker, and passed unanimously by a voice vote.

- 2011 Planning Commission Budget

There was discussion about how the scheduled five-year review of the Township Master Plan would impact the upcoming year's budget. Chairperson Stults suggested that the review should be scheduled to take advantage of the 2010 Census numbers which would be coming out later in this year. The Commission was agreement that expenditures for the

Master Plan would be budgeted with one-half in 2011, and one-half in 2012.

Margaret Black moved to recommend to the Otsego Lake Township Board a budget for the year of 2011, broken down as follows:

<b>Account Number</b>	<b>Account Description</b>	<b>Recommended 4-1-2011 thru 3-31-2012</b>
702	Salaries	\$6,000
727	Office Supplies	\$ 500
957	Educational	\$1,000
801	Professional (Consultant & Legal)	\$6,000
801-1	Contractual/County	*
	<b>TOTAL</b>	*

\*to be determined

- 2010 Annual Report to the Township Board

The Commission reviewed the final draft of the annual report. Russell Gregg moved to approve the “2010 Annual Report to the Township Board” as corrected, and send the report on to the Township. Susan LaVanway supported the motion which passed by a voice vote.

- Chester Township Master Plan

The Chester Township Master Plan was received by Otsego Lake Township in November 2010. Chairperson Stults (upon consultation with Planning Commission members) reviewed the plan and did not find items which needed comment from our Township. The plan was also made available to members during this meeting for their further review.

- Election of Planning Commission Officers for 2011

Tim Baker nominated the following members to serve as officers of the Otsego Lake Township Planning Commission for the year 2011:

Margaret Black,      Chairperson  
 Susan LaVanway,    Vice-Chairperson  
 Nora Corfis,         Secretary

The above members were elected unanimously by a voice vote.

After the election of officers, Chairperson Stults returned to the final item of Unfinished Business, Draft Interchange Zoning District Language.

- Draft Interchange Zoning District Language

Road names were inserted in the boundary descriptions of the interchange zoning districts. The Otsego Lake Township Planning Commission has completed its work on the Interchange Zoning District. The Interchange Zoning District proposal will be submitted to the Otsego County Planning Commission for its consideration and review. A copy of this document is attached to the minutes.

**Public Participation for Items not on the Agenda:**

There was no public participation.

**Reports from Members of the Commission:**

Chairperson Stults furnished members with copies of Public Acts 134 and 135, having to do with consideration of transportation and utilities in a master plan and funding of roads respectively.

The next scheduled meeting of the Otsego Lake Township Planning Commission will be February 3, 2011 at the Township Hall at 7:00 pm. The meeting was adjourned at 8:38 pm by Chairperson Stults.

Respectfully submitted,



Secretary