

WEST TRAVERSE TOWNSHIP
REGULAR PLANNING COMMISSION
Wednesday January 10, 2024

Acting Chair Uutinen called the meeting to order at 7:00 p.m.

Roll Call: Green, Moore, Uutinen, Forster, Dohan, Hollerith

Absent: Osetek

Visitors: Ken Lane, Amy Peters

The Pledge of Allegiance was recited by all.

Approve Agenda as presented or with additions: Chair Uutinen suggested moving the new business items ahead of unfinished business on the agenda. **The agenda as amended was approved by consensus. All aye.**

Public Comments: none

Approval of 12-13-23 Regular Meeting Minutes: **Uutinen made the motion to accept the minutes as presented. Hollerith seconded. All aye.**

New Business- New members, John Dohan and Hank Forster were welcomed. Moore mentioned that taking any of the MTA or state township associations on-line training courses for new members would be beneficial.

- Election of new Officers. After deliberation over nominations the following officers were elected to the following seats:
 - Uutinen made a motion to nominate Dawson Moore for Chairperson. **Roll call vote: Green-no, Hollerith-yes, Dohan- yes, Forster-yes, Moore-yes, Uutinen-yes. 1 no, 5 yes.**
 - Uutinen made a motion to nominate Charlie Hollerith for Vice-Chair. **Roll Call vote: Green-yes, Hollerith-yes, Dohan-yes, Moore-yes, Uutinen-yes, Forster-yes. All yes.**
 - Green made a motion to nominate Jim Osetek to Secretary. Moore gave a brief description of the position. **Roll call vote: Green-yes, Hollerith-yes, Dohan-yes, Moore-yes, Uutinen-yes, Forster-yes. All yes.**

Proposed: 1-10-24

Approved: 2-14-24

- 2024 Meeting schedule was set. A motion was made by Hollerith to accept the 2024 meeting schedule as presented and change the Planning Commission meeting time from 7 p.m. to 6 p.m. Forster seconded. **Roll call vote: Green-yes, Hollerith-yes, Dohan-yes, Moore-yes, Uutinen-yes, Forster-yes. All yes.**
- 2023 Planning Commission Annual Report- Lane presented a draft 2023 Planning Commission Annual Report and discussed the contents of the draft report. Lane stated that the Annual Report needed to be adopted at some point in 2024. The Planning Commission requested that the draft Annual Report be placed in the February meeting agenda for further consideration.
- Planning Commissioner Training, 2024. Covered five main points: “Why do we Plan and Zone?”, “What is the role of the Planning Commission?”, Why is the Master Plan important?”, “What is the role of under the Zoning Ordinance?” and “Why is it important to establish a Record/Follow procedures?” Questions followed. It was requested to have two MTA books ordered for Forster and Dohan along with one for the Township.

Unfinished Business-

- a. Continued discussion – work list item – draft Zoning Ordinance text amendments.
 - i. Accessory dwelling units– There was discussion regarding ADU’s and the criteria regarding the classification.
 - ii. Private roads/access ways – Last month Mooradian mentioned modifying Section 721 and that it should be applied overall. Touched briefly on the definition of “private roads and access ways”.

Other

- a. Zoning Administrator Report – Lane noted the Annual Zoning Administrators report in the packet along with the monthly. Brief discussion regarding Keller and Fergus-Jean. Moore commented on the great job that Lane is doing and thanked him for his hard work. Lane distributed the PUD application and plans for Harbor Point. Lane stated that a public hearing will be scheduled for the February meeting to officially begin discussion of the PUD application. Harbor Point PUD is to be the only business item on the agenda in February. Lane distributed the Harbor Point application to the members to give them time to look it over before the February meeting. Moore pointed out specific items pertinent to a review of the PUD under the Zoning Ordinance.

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- b. Township Board Representative Report – Green reported on the new pay scale increase for Township employees in the next fiscal year. Also touched on direct deposit for all employees where it was agreed to hold all commissioners direct deposit check stubs and distribute them at monthly meetings. Discussed the hiring of the new Thorne Swift manager that is in process.
- c. Correspondence – none

Planning Commissioner Comments (open discussion) – none

Public Comment: none

Next Meeting: Planning Commission Regular Meeting, February 14, 2024 6:00 p.m.

Adjournment: **Uutinen made the motion to adjourn at 8:50 p.m. Forster seconded.**

Respectfully Submitted by:

Jim Osetek, Secretary

Transcribed by:
Amy Peters

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