

WEST TRAVERSE TOWNSHIP
REGULAR PLANNING COMMISSION
January 14, 2026

Chair Hollerith called the meeting to order at 5:33 p.m.

Roll Call: Hollerith, Remus, Dohan, Osetek, Thompson, Green, Forster

Absent: none

Visitors: Garon Gopigian, Ed Taylor, Lisa Morris

The Pledge of Allegiance was recited by all.

Approve Agenda as presented or with additions: Forster approved the agenda as presented. Thompson seconded. All aye.

Public Comment – none

Minutes: Green asked to replace the sentence “*he addressed the concerns of the neighbors*” to “*he responded to the concerns of the neighbors.*” **Remus made the motion to approve the minutes of December 10, 2025, as amended. Green seconded. All ayes.**

Unfinished Business

a. Master Plan

- i. Public Hearing - 2026-2031 West Traverse Township Master Plan – Hollerith asked for a motion to open the Public Hearing. **Thompson made the motion to open the Public Hearing at 5:40 p.m. Osetek seconded. Roll Call vote: Green – yes, Thompson – yes, Forster – yes, Hollerith – yes, Osetek – yes, Remus – yes, Dohan – yes.** Lane noted that the Master Plan passed the 63-day review, where and how it was advertised and a message through Textmygov was sent. Lane stated that he had received a letter from Tammy Doereneburg with comments on font, verbiage, text size, formatting, and language. After discussion, the Planning Commission decided to leave the language as is. Hollerith opened to Public Comments at 5:43 p.m. Public Comments: Garon Gopigian questioned if Lane was going to read the comments on the plan or would they be able to read them. Hollerith received a letter from Paul Mooradian and read his concerns/comments to the Planning Commission. Items of his concern were things such as adding Water & Wastewater, denoting water systems, adjusting residential designations on the Future Land Use Map, etc. The Planning Commission discussed the items and decided to leave the plan as is. Hollerith closed the Public Comment at 5:48 p.m.
- ii. Consider motion to recommend approval to Township Board – The Planning Commission briefly discussed the Master Plan, the work that went into it, etc. Hollerith asked for a motion to recommend the Master Plan to the Township Board. Thompson made the following motion. **“I, Molly Thompson, move to approve and**

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recommend the adoption by the Township Board of Trustees the 2026-2031 West Traverse Township Master Plan as submitted and amended at the January 14, 2026, Public Hearing, including all the text, charts, tables, maps and descriptive and other matter therein intended by the Planning Commission to form the complete 026-2031 Master Plan.” Dohan seconded. All aye.

- b. Pond Hill Farm – Reevaluate Special Use Permit attachment** – Lane gave an overview of the SUP and informed the Planning Commissioners of the two choices regarding the SUP; extend or extend indefinitely. Lane noted there have been no complaints. Hollerith asked for opinions from the Planning Commission on the SUP. Green said they are doing all the right things, noting the written request to hold HSHS Senior Prom Dance and proposed extend indefinitely. Thompson commented that they are great stewards of the community, have shown commitment and extend indefinitely. Forster said they are doing a great job and extend indefinitely. Osetek noted they are doing a good job and extend indefinitely. Remus: no comment, extend indefinitely. Dohan extend indefinitely, wondered if they could be flagged for a violation and does the SUP stay with the property. Hollerith, extend indefinitely noting they have been managing their hours and there have been no complaints. Hollerith asked for a motion at 5:56 p.m. Dohan offered the following motion; **“Based upon a reevaluation by the Planning Commission conducted on January 14, 2026, I John Dohan, move to indefinitely extend the Second Amendment to the Special Lane Use Permit for Pond Hill Farm, as approved by the Township Board of Trustees on July 8, 2025, as provided in Zoning Permit #20-2025, and as provided in the corresponding agreement fully executed between West Traverse Township and Pond Hill Farm on August 11, 2025.”** Remus seconded. Roll Call vote: **Green – yes, Thompson – yes, Forster – yes, Hollerith – yes, Osetek – yes, Remus – yes, Dohan – yes.** Lane explained the request from Pond Hill Farm regarding the Harbor Springs High School request to hold their Senior Prom Dance there and the need to extend beyond the 10:00 p.m. cut off for an additional hour, 11:00 p.m. Hollerith inquired if any further requests such as this could be handled by the Zoning Administrator on a case-by-case basis with the Planning Commission agreeing it can be handled through ZA Lane.

New Business:

- a. 2026 Election of Officers – The Planning Commissioners held elections for appointment of new Chair, Vice Chair, Secretary and ZBA Rep.
- Dohan nominated Forster for Chair. Green seconded. All aye.
 - Hollerith nominated Remus for Vice Chair. Remus seconded. All aye.
 - Green nominated Osetek to Secretary. Forster seconded. All aye.
 - Green nominated Dohan as ZBA Rep. Hollerith seconded. All aye.
- b. 2026 Meeting Schedule – The Planning Commission set their meeting schedule for the 2026 year. **Hollerith offered the following resolution at 6:06 p.m. “Resolved by the Planning Commission of West Traverse Township, of Emmet County, State of Michigan, establishes the following Regular Meetings of the West Traverse Township Planning Commission, to be held at West Traverse Township Hall, 8001 M-119, Harbor Springs, MI 49740 as follows: January 14, February 11, March 11, April 8, May 13, June 10, July**

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8, August 12, September 9, October 14, November 11, December 9, 2026 and January 13, 2027. Meetings will commence at 5:30 p.m. This will be at the discretion of the Planning Commission with due and proper notice as required by law. Thompson seconded. Roll Call vote: Green – yes, Thompson – yes, Forster – yes, Hollerith – yes, Osetek – yes, Remus – yes, Dohan – yes. All aye.

- c. 2025 Planning Commission Annual Report – Per the Planning and Zoning Enabling Act it is required to submit an Annual Report to the Township Board summarizing a list of items reviewed by the Planning Commission over the year. The Planning Commission commented on the work completed. Green asked about having the Planning Commission and the Zoning Board of Appeal attend the February Township Board meeting along with a Power Point Presentation of what has been completed. **Green made the motion to approve the 2025 Planning Commission Annual Report and submit it for approval at the West Traverse Township Board meeting. Thompson seconded. All aye.**

Other:

- a. Zoning Administrator Report – Lane noted the Year End report is in the packets. Remus asked about the on-going enforcement of 4850 Lake St. and if anything was being done. Lane stated the circumstances of the property and that it is a work in progress.
- b. Township Board Representative – Green gave the Planning Commission updates on the progress of the new Township Hall; fine tuning floor plans, cost, obtaining new technology for the new Hall, Zoom, etc., concerns about what to do with the old Township Hall, and obtaining a Phase One Environmental assessment on Township properties. Green noted that the Township Board of Trustees approved the WTTs Chicken Ordinance at the recent Township Board meeting.
- c. Correspondence – Lane noted the received letters regarding the Otis project, copies of the letters are in the packet. Hollerith inquired if The Otis had responded to the letters received and if the plans were to still move forward in February. Hollerith also stated that the walk through of The Otis property is strictly fact finding and that the Commissioners are not to deliberate or discuss any issues while at the site.
- d. Emmet County Master Plan survey – Hollerith encouraged the Commissioners to look at the ECMP survey on the Emmet County website noting it has interesting topics.

Planning Commissioner Comments (open discussion) – Thompson thanked Hollerith for the exceptional work he did while the Planning Commission Chair.

Public Comments – Lisa Morris is happy regarding the outcome of the Pond Hill Farm decision, and she hopes that others in the Township will be held to the same standards. She mentioned that Zoom meetings are needed along with better transcription of the minutes. She also discussed the Phase One Environmental Assessment asking that soil samples be included in the assessment due to old wells, out-houses, pesticides, etc.

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Next Meeting: Planning Commission next regular meeting will be held February 11, 2026, at 5:30 p.m.

Adjournment: Hollerith asked for a motion to adjourn. **Thompson made the motion to adjourn at 6:29 p.m. Forster seconded. All aye.**

Respectfully Submitted by:
Jim Osetek, Secretary

Transcribed by:
Amy Peters

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