

**MINUTES OF THE MEETING OF LEE TOWNSHIP
PLANNING COMMISSION, WHICH TOOK PLACE ON TUESDAY,
OCTOBER 1, 2013
7:00 P.M., LEE TOWNSHIP HALL, MIDLAND, MICHIGAN**

PRESENT: Planning Commissioners- Tom York, Linda Taylor, Mari Spraul, Mike Spitnale and Laura Dawson

ABSENT: None

OTHERS PRESENT: Tim Smith, Lee Township Enforcement Officer

Open Time: Mari Spraul called the meeting to order at 7:00 pm.

Minutes: Tom York made a motion to accept the minutes from September 3, 2013 as written. Mike Spitnale second the motion. All in favor. Motion passed.

CORRESPONDENCE: Mari Spraul received an application packet for a Site Plan Review. The information is for Tim Middleton and Cheryl Roggenbuck.

Tom York made a motion to amend the agenda to put Old Business after New Business to accommodate Tim Smith. Linda Taylor seconded the motion. Motion passed.

PUBLIC COMMENT: None

TOPIC OF DISCUSSION:

New Business:

- The Planning Commissioners received Site Plan Review Packets to review. All information was in the packet so Planning will move ahead to set a date for the Site Plan Review meeting.
- The Planning Commission is going to request two book for Mike Spitnale: The Township Guide to Planning and Zoning and MTA Planning and Zoning Decision Making.
- A Open House Flyer for the community announcing the Updating of the Township Master Plan. We would like to include it with the December Tax Bill. Planning Commission will have it ready to present to the Township Board at the October Board Meeting, for their approval.
- We also found out from the MTA each time we do a text amendment it will need to also go through the process of becoming an individual Ordinance with an assigned number.
- Tim Smith brought a few things to the Planning Commission.
 1. Individual Police Ordinances and the Zoning Ordinance should refer to a range for any penalty. It will give the Judge some guidance. Tom York will also inform the Board of this item. Example: "Not less than \$100 but no more than \$500."

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2. Tim Smith also recommended a few changes to the Zoning Ordinance.
 - a. A “Building Permit” should be in the definitions and a reference to page 108 should be added to the **Index**.
 - b. Page 80 G.5 is one place in the Zoning Ordinance that could have a violation amount, or refer to an individual Police Ordinance?

Old Business: The only discussion on the Master Plan was creating ideas for the Open House Flyer.

PUBLIC COMMENT: None

ADJOURNMENT: Tom York made a motion to adjourn the meeting. Linda Taylor seconded the motion. All in favor. Meeting was adjourned at 8:40 pm.

Submitted by Laura Dawson