

Minutes of February 22, 2021, 6:00 p.m.
Lee Township Planning Commission
Via Zoom

Mari Spraul the meeting to called to order and introductions were offered.

Present: Mari Spraul, Marie Hickerson, Lawrence Henry, Jeremy Paisley and Kathy Weaver. Jeff Betten, resident of Lee Township attending. Each member of the committee and attendees gave a brief summary of their background, why they were on the planning committee.

Lawrence Henry moved to approve the agenda of the February 22 meeting. Kathy Weaver seconded, group voted to approve the agenda.

Mari led a discussion of the Bylaws of the Planning Commission focusing on the necessity for confidentiality of items, applications and other proposed ordinances discussed during the Planning Committee meetings. It was briefly discussed that Planning Committee members should not speak to property owners while conducting site visits. The committee was reminded that they should not conduct site visits as a group and that all committee members should be given the same information while making planning decisions. Mari suggested that all members should read the Bylaws as soon as possible to understand the functions and rules of the Planning Committee.

Election of officers:

Chair, vice chair and secretary positions needed to be assigned and voted upon. Mari gave a brief description of the different positions and their responsibilities: chair, vice chair and secretary. Jeremy stated that as a new member to the Planning Commission, he did not feel comfortable assuming any of the elected positions. Marie stated that since Mari was the only person on the commission with any experience, she felt comfortable with Mari being Chair. It was explained that Larry could not hold any other position than secretary as he is a trustee of the Lee Township Board. Mari Spraul nominated Kathy Weaver as secretary, Lawrence seconded and Kathy was elected Secretary. Kathy nominated Marie Hickerson for the Vice Chair position, Lawrence seconded and Marie was elected Vice Chair. Kathy nominated Mari Spraul moved to have Mari Spraul be Chair person of the Lee Township Planning Commission, Marie seconded the motioned and it was unanimously agreed to have Mari be Chair.

The minutes of the October 5, 2020 Special Meeting were presented. Lawrence moved to approve the minutes as is, Mari seconded, meeting minutes were approved with a role call vote. Marie – yes, Lawrence – yes, Jeremy – yes, Kathy – yes, Mari – yes.

Correspondence:

Mari said there had been quite a bit of correspondence. There is a letter from developer that is inquiring about property on M-20 that will be a store. This is imperative that everyone study

this as it develops. Mari is going to check maps to check the zoning and she will more information later. Jeremy asked if it was a new building, Mari said yes but there is no contract signed at this time and we are asked to keep this confidential. There are also 2 cell phone tower inquiries. Marie asked if these were new towers or replacing existing. Mari said they were additions to existing towers, adding a generators to one. Mari said she would be reaching out to the planner to see if it is good to pursue. Nothing has been formalized since they have not submitted applications. Lawrence asked about if there was any correspondence about the veterans homes. Mari is compiling a list of steps that need to be completed to bring to the planning committee. Lawrence suggested we look at her website: makayahshouse.org. Mari said her email is makayahshouse@gmail.com.

The group had a discussion of meeting dates for the remainder of 2021.

After discussion Lawrence moved to meet on the on the 3rd Monday of every month with the exception of November. Due to the 3rd Monday in November being the first day of deer hunting season it was decided to meet on November 22, 2021. Kathy seconded the motion. Mari called for a roll call vote: Marie – yes, Lawrence – yes, Kathy – yes, Jeremy – yes and Mari – Yes.

Unfinished Business:

There are 4 ordinances that have been waiting for board to approve since October 2019. Mari sent the board a note today expressing the importance of approving the ordinances especially with the new business coming in the township. The current ordinance with the site plan are not ready and it is to use the update ordinance. Lawrence said Kristi was waiting for the planning commission to be a full strength. He asked if everyone had read the ordinances. Not all people had. Lawrence directed the group on where to find the ordinances that had been sent. If everyone could read those, we can have a special meeting to view the ordinances one more time. Mari asked that we contact her with any questions.

We also need new application forms for site plans and special use. This is something she will be working on and hopefully have completed before there is a need for one.

We also need to write an annual report for 2020. Mari will write that. Lawrence asked if the MTA had guidelines to help with this project. Mari responded that no since each township was different they needed to be individualized.

New Business:

Mari asked if we all had a copy of the zoning ordinances and if we had read chapter 8. We must also be familiar with the approved wireless communication ordinance. This is also in our folder. Let Mari know if you do not have it. Mari asked if we had books from the previous members that we should have. No one had this material. Mari will have Laura get those for us.

Public Comment:

Jeff asked about looking things up on the website looking for police ordinances. Lawrence guided Jeff to that area on the website. Jeff said when he clicked an ordinance, it was blank. Lawrence will work with Marie and the board. They are updating the website and Lawrence said bringing the website up to date is important to the board. There was a general discussion of zoning ordinances and policing ordinances and who is responsible for different ordinances.

General questions:

It was agreed that we needed to keep reading the materials. Mari will keep us updated on what we need read to understand and move forward. She cautioned the group to research questions asked of them to insure we are giving the correct information.

Marie asked if we should have a special meeting to look at the forms to submit to the board and to discuss the ordinances. Mari wants to get the applications together, Lawrence suggested we have this before the next board meeting so we know what was in the ordinances before they go before the board. It was agreed that we have a special meeting Thursday, March 4, 2021 at 6:30 a.m. to discuss Chapter 8, wireless communication ordinance and the 4 table ordinances. Mari will bring updated forms.

Lawrence moved to end the meeting, Marie seconded it and it was voted to end the meeting.