

**APPROVED**

**Regular Meeting of the Lee Township Planning Commission  
Wednesday, March 16, 2022**

The meeting was called to order at 7:00 p.m. by Becky Grice. Present: Becky Grice, Lawrence Henry, Kathy Weaver, Steve Gregg and Marie Hickerson.

The Pledge of Allegiance was recited.

Becky made the following changes to the agenda: move Dollar General item to Guests and under New Business add Becky's vacation. Kathy moved to approve the agenda with the changes. Marie seconded and the motion passed.

The minutes were reviewed. Becky added a special meeting on Wednesday, April 6, 2022 at 6:00 p.m. Becky moved to approve the minutes with the change, Steve seconded the motion and it was passed.

Michael McPherson with the Zaremba Group presented an amended site plan for Dollar General, located at 35 N. 7 Mile Rd, Midland MI 48640. They have received MDOT approval and a temporary permit move excavation equipment to the site. The drive has been moved approximately nine feet (9') north and added taper lanes the entrance and exit of the drive. Becky moved to accept the amended site plan without site plan review. Lawrence seconded the motion. Roll call vote: Becky, yes; Lawrence, yes; Kathy, yes; Steve, yes; Marie, yes. The motion passed.

There was no news from the Advisory Board.

Becky reviewed the correspondence received from individuals to the Planning. Joe Rose requested a link to the master plan. Becky confirmed with Consumer Energy that they did not need a site plan review to complete maintenance at one of their facilities. Freedom Homes of Michigan had requested the possibility of a single family dwelling being placed on the line of their commercial property. This is not permitted per Lee Township zoning ordinance. They also asked about rezoning the area. Becky sent rezoning information to Freedom Homes. A resident asked if they needed a site plan to add solar panels on their property. This was not necessary and requested that they contact code authority. There were some questions for the Board of Review which were sent to Jenette, the assessor. Brockway Auto requested a copy of the sign ordinance which was sent to him.

The Commission reviewed the Parking Ordinance. All changes and additions were reviewed. There was a discussion of the process to take the suggested changes to the board. Kathy moved to have a public hearing on April 20 during the regular meeting to present the proposed changes the public. Lawrence seconded the motion. Roll call vote: Marie, yes; Steve, yes; Kathy, yes; Lawrence, yes; Becky, yes. The motion was approved.

Becky asked if anyone had any questions on our roles for the April 6 Master Plan special meeting. Becky had been contacted by the attorney regarding the GIS map errors are considered a text or codification

error and they can be amended using a text or codification. The Commission decided that the amended Master Plan will suffice.

The certified letter was sent to Lovely Garden giving them a 30 day notice (must respond by April 10<sup>th</sup>) to apply for an amended site plan review to correct the error on their initial plan. If they do not respond the township fee assessment process will take effect.

There were 3 quotes for codification of the township ordinances: American Legal, General Code and Civic Plus. The full service covered all ordinances, codification, legal overview, and posting. There were also charges for updating the ordinances on an ongoing basis. Company/Full service cost: American Legal/\$8500, General Code/\$4864 and Civic Plus/\$8950. There was also a self publishing quote from Civic Plus in which the Commission would take training and make the changes, then have it reviewed by the attorney for \$1750/year. Becky moved to present Civic Plus at the April 11 Board meeting for codification purposes. Kathy seconded the motion. Roll call vote: Becky, yes; Lawrence, yes; Kathy, yes; Steve, yes; Marie, yes. The motion passed.

Becky introduced bylaws for the Advisory Board. There was a general discussion of the Commission and public's opinion of what the bylaws should contain. Kathy and Lawrence volunteered to draft bylaws for the Advisory Board for the next regular meeting.

Becky is working on the escrow fee policy schedule with the treasurer and clerk. The fee schedule is not currently covering the costs and escrow account management.

Becky introduced a form that a Planning Commission member has to sign for Zoning Approval for business applications.

Based on the MCL, the Planning Commission must send certified letters to everyone within 300 feet of the property where the Planning Commission is reviewing new site plans, special use or rezoning.

There was a brief discussion of changing the meeting time. The group decided to leave the meeting time at 7:00 p.m.

Becky discussed that the Planning Commission needs to communicate with the Code Authority to insure all conditions are met with Site Plans before the Code Authority gives permits.

Becky asked for a volunteer to go to the Dollar General to view the stakes for the building to start. Lawrence, Marie and Steve can help depending on the time of day. Then Amy from the Code Authority will need an email saying the building can proceed. Steve will take phone calls as co-chair or to email the Planning Commission email.

Public comment began at 9:07 p.m.

Public comment ended at 9:17 p.m.

Becky moved to adjourn the meeting, Marie seconded the motion. The motion was approved and the meeting was adjourned at 9:18 p.m.