



1010 Clubhouse Drive
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Planning Commission Regular Meeting Agenda

January 15, 2019
7:00 PM

- I. **Call to Order & Pledge of Allegiance**
- II. **Roll Call of Members:**

Robert Laraway	Bill Preuss
Tom Courser	Farzad Tafreshi
Councilman Jeff Grey	Mike Simon
Chairman Dave McGrath	
- III. **Agenda Approval**
- IV. **Election of Officers**
- V. **Approval of Minutes**
- VI. **Reports:**
 1. Chairman
 2. Village Manager
 3. Village Council
- VII. **Public Hearings:** None
- VIII. **Public Comments**
- IX. **Existing Business:** None
- IX. **New Business:**
 1. Preliminary Accessory Structure Development Discussion; 565 N. Coldwater Road
 2. Upcoming Meeting Schedule & Business Items
- X. **Public Comments**
- XI. **Adjournment**



Planning Commission
January 15, 2019
Meeting Agenda Item

Election of Officers

Per the Planning Commission's recently updated bylaws, the election of officers now occurs in January, not July. The Planning Commission will need to select the following:

- Chairman
- Vice-Chairman
- Secretary
- ZBA

In reviewing the Michigan Planning Enabling Act, it requires that the Chairman and Secretary be selected from among the members of the Planning Commission. The enabling act, as well as the Village Charter, also prohibit an ex-officio member from being the Chair.



Village of
Lake Isabella

Planning Commission
December 11, 2018
Regular Meeting
1010 Clubhouse Drive
Lake Isabella, MI 48893

The meeting was called to order at 7 PM by Planning Commission Chairman McGrath. Those in attendance recited the Pledge of Allegiance.

Members Present: Courser, Grey, Preuss, Tafreshi, & McGrath

Members Excused: Laraway & Simon

Agenda Approval:

Grey made a motion, which was seconded by Preuss, to approve the Agenda as presented. VOICE VOTE: MOTION CARRIED 5-0-0.

November 13th Meeting Minutes:

Grey made a motion, which was seconded by Courser, to approve the minutes of the November 13th meeting as presented. VOICE VOTE: MOTION CARRIED 5-0-0.

Reports:

- Chairman's Report - None
- Village Manager - None
- Village Council – Grey gave the Village Council report, he discussed the December 4th meeting and the two Proposed Ordinances which have a Public Hearing scheduled for December 13th. Grey also highlighted the complaint made to the MPSC regarding Consumers Energy regarding the status of negotiations on entering into a franchise agreement for electric utility service in the Village.

The members discussed Proposed Ordinance 2018-09. Grey stated that he supports the Proposed Ordinance as it will give the Village the ability see how the State of Michigan addresses marijuana-related businesses and then see if any would be a good fit for the Village to "opt-in" if there were clear financial benefits to the Village for doing so.

Public Comments: None

Existing Business:

1. Master Plan Draft:

Wolff presented the draft of the Master Plan. He discussed each section, the goals of the draft, and the implementation plan. He discussed the lifestyle clusters from the Target Market Analysis performed by EMCOG and how that can be utilized towards the goals in the draft.

There was a discussion about what measures to consider that would give residents additional financial resources that could be leveraged to help them stay in their homes. Measures such as Accessory Dwelling Units, smaller living unit sizes, and Bed & Breakfast room rentals were all discussed as options that should be explored.

Grey stated that this was at least his third plan update as part of being involved in the Village, and likes the way that this document flows. He said that he is comfortable with the contents of the draft.

Wolff asked if there were items from the Planning Commission that he may have missed in the draft. Grey talked about comments made from his friends about making the code more permissible for smaller homes where people can downsize from a large house, but stay in the community.

Tafreshi and Courser both stated that they had read the plan and thought it was a good document and they had no concerns with moving it forward to the Village Council for their endorsement for public comment.

Grey made a motion, seconded by Tafreshi, to recommend the Master Plan Draft to the Village Council for distribution. VOICE VOTE: MOTION CARRIED 5-0-0

Public Comments: None

Adjournment:

With no further business, the Planning Commission adjourned at 7:38 PM.

Jeffrey P. Grey
Village Clerk



**Planning Commission
January 15, 2019**

Village Manager's Report

Department of Public Safety:

- No items to update.

Department of Public Works:

- Our new truck has arrived and is equipped with a plow.

Department of Community Development:

- Code Enforcement and Permit numbers for 2018 are attached. We have 1 zoning permit for 2019. It is for a new house at 1003 Sandtrap.
- Attached is information on upcoming training available from the Michigan Association of Planning.

Department of Community Services:

- No items to update.

General Government:

- No items to update.

Other Items:

- I will be out of the office on Tuesday, January 15th for meetings in Lansing.
- I will be continuing my service to the MML as Chairman of their Economic Development and Land Use Policy Committee for the year.
- Over the next few months I will be doing most of my professional development activity for the year. My schedule right now looks like this:
 - February 6-8 Michigan Municipal Executives Winter Institute.
 - March 6-7 Michigan Association of Planning Training Workshops
 - March 19-20 Michigan Municipal League Capital Conference

Michigan Association of Planning's 2019 Training Workshops for Planning & Zoning Officials

PLANNING & ZONING ESSENTIALS | 11 am - 4:30 pm
March 13, Frankenmuth March 14, Taylor
March 20, Kalamazoo

This program is a robust introduction for new planning commissioners and zoning board of appeals members, but also a great refresher for more experienced officials looking to build upon existing knowledge. Public hearing procedures, site plan review, master planning, zoning ordinances, variances, how to determine practical difficulty, and standards for effective decision-making are covered.

Light meal provided.

**ZONING ADMINISTRATION | March 6, Mount Pleasant
11 am - 4:30 pm | 3 Master Citizen Planner Credits**

The zoning administrator is responsible for ensuring the integrity and effectiveness of the zoning process and for the public support it receives. Since he or she is often the initial contact with affected property owners, intelligent administration and enforcement conducted with sensitivity to public relations is essential. This program is for zoning administrators in rural, suburban, or urban settings as well as municipal officials, other staff members, or citizens interested in a more complete understanding of all facets of zoning administration. **Light meal provided.**

**MASTER PLANNING PROCESS | March 7, Gaylord
5 pm - 9 pm | 3.5 Master Citizen Planner Credits**

This workshop is designed for those communities updating existing master plans as well as those creating entirely new ones. Roll up your sleeves and learn step-by-step about the requirements, components, and stakeholder involvement you'll need to organize when drafting or amending a master plan.

Light meal provided.

**SITE PLAN REVIEW | March 13, Frankenmuth
5 pm - 9 pm | 3.5 Master Citizen Planner Credits**

This program will demonstrate the site plan review and approval process and provide practical tools and techniques on how to read a site plan. You'll discuss site design principles, such as pedestrian and traffic considerations, lighting, utilities, ADA compliance, inspections, and landscaping. Participants in this hands-on workshop receive an engineering scale, turning template, and a sample site plan to evaluate. **Light meal provided.**

**MANAGING RISK: MAKING SOUND PLANNING &
ZONING DECISIONS | March 20, Kalamazoo
5 pm - 8 pm | 2.5 Master Citizen Planner Credits**

As more communities face litigation related to planning and zoning decisions, this is essential training for all elected officials, planning commissioners and zoning board of appeals members and emerging planning professionals. Topics include identifying a conflict of interest, applying discretionary standards during special land use reviews, reasonable expectations of a developer and how your comprehensive plan can minimize risk. **Light meal provided.**

Registration Policy: For cancellations received in writing 5 business days prior to given. Those received less than 5 days prior will not be refunded. You may



Village of Lake Isabella

2018 Permits Permits in Yellow are Pending

Permit #	Last Name	First	Property Address	Purpose	Date	Plat	Type of Permit
1	Peterson	Jarred	1182 Queens Way	Detached Garage	3/2/2018	Plat 4	Zoning
2	Peavey	Brent	1052 Lincoln	Detached Garage	3/23/2018	Plat 3	Zoning
3	Scahfer	Bernie	1006 Castle Drive	Addition	3/12/2018	Plat 1	Zoning
4	Schelke	Richard	1003 Peguna	Fence	3/12/2018	Plat 2	Zoning
5	Lumbert	Scott	1004 Bishop Lane	Fill-in Ditch	3/20/2018	C.E.	Right-of-Way
6	Koskela	David	1050 Castle Lane	Addition	3/21/2018	Plat 1	Zoning
7	Henry	Cecil	1078 El Camino	Deck	4/3/2018	Bonita Bay	Zoning
8	MacGillivray	Maureen	1216 Clubhouse	New Home & Garage	4/9/2018	Unplatted	Zoning
9	MacGillivray	Maureen	1216 Clubhouse	Fill-in Ditch	4/9/2018	Unplatted	Right-of-Way
10	Hull	Mark	1222 Clubhouse	Fill-in Ditch	4/9/2018	Unplatted	Right-of-Way
11	Owens	Mandy	1063 El Camino	Detached Garage	4/16/2018	L.I. North	Zoning
12	Bayless	Ed	1020 Essex	New Home & Garage	4/26/2018	Plat 3	Zoning
13	Bayless	Ed	1020 Essex	Driveway	4/26/2018	Plat 3	Right-of-Way
14	Ramin	Austin	1220 Clubhouse	Fill-in Ditch	4/9/2018	Unplatted	Right-of-Way
15	Wilson	Gary	1066 Iberian Drive	Detached Garage	4/27/2018	L.I. North	Zoning
16	Hansen	Jeffrey	1254 Clubhouse	Driveway	4/27/2018	L.I. South	Right-of-Way
17	Wilson	Gary	1066 Iberian Drive	Driveway	4/27/2018	L.I. North	Right-of-Way
18	Ramn	Austin	2008 Red Fox	Fence	4/30/2018	Unplatted	Zoning
19	Thren	Stanley	1004 Sevilla	Detached Garage	5/10/2018	Forest 2	Zoning
20	McPhall	Chuck	1057 Crown Point	Enclose Deck	5/17/2018	Plat 2	Zoning
21	Battice	Michelle	1007 Sierra Morrena	Driveway	5/25/2018	L.I. North	Right-of-Way
22	Consumers		Pueblo Pass	Utility	6/1/2018	Unplatted	Right-of-Way
23	Cook	Richard	392 S. Coldwater Rd	Solar Panels	6/7/2018	Unplatted	Zoning
24	Scott	William	1013 Sandtrap	Addition	6/4/2018	Golf Estates 1	Zoning
25	Lein	Janet	1044 Clubhouse	Addition	6/11/2018	Golf Estates 1	Zoning
26	Ward	Konnie	1164 Queens Way	Fence	6/12/2018	Forest 2	Zoning
27	Balcom	Greg	1023 Castle	Shed	6/12/2018	Plat 1	Zoning
28	Kelley	Robertta	1258 Queens Way	Addition	6/13/2018	Plat 4	Zoning
29	Hull	Mark	1222 Clubhouse	Addition	6/15/2018	Unplatted	Zoning
30	Bangais	Steve	1083 Lincoln Dr	Shed	6/22/2018	Plat 3	Zoning
31	Jones	Robert	1044 Vallado	Replace Deck	6/27/2018	Woods 1	Zoning
32	Berryman	Bob	810 N. Coldwater	Deck	6/21/2018	Unplatted	Zoning
33	Little Flower Events		565 N. Coldwater	Sign	7/9/2018	Unplatted	Sign
34	Sawade	Matt	1047 Clubhouse Dr	Deck	7/9/2018	Golf Estates 1	Zoning
35	Consumers		Bishop	Utility	6/28/2018	Cantabrian Estates	Right-of-Way
36	Potter	Mike	1009 York	Deck	6/29/2018	Plat 3	Zoning
37	Counseller	Pete	1088 Fairway	Addition to deck	7/10/2018	Golf Estates 1	Zoning
38	Berger	Randolph	1009 Barcelona	Deck	7/18/2018	Forest 2	Zoning
39	Kube	Ken	1255 Clubhouse Dr	Detached Garage	7/23/2018	L.I. South	Zoning
40	Herbert	Richard	1030 Lincoln	Shed	8/10/2018	Plat 3	Zoning
41	Consumers	Energy	1216 Clubhouse	Utility	9/20/2018	Unplatted	Right-of-Way
42	Smith	Lester	1261 Clubhouse	Culvert	9/24/2018	Lake Isabella South	Right-of-Way
43	Smith	Lester	1206 Clubhouse	Culvert	9/24/2018	Golf Estates 2	Right-of-Way
44	Smith	Lester	1174 Clubhouse	Culvert	9/24/2018	Golf Estates 2	Right-of-Way
45	Gilgen	Peter	1116 Clubhouse Dr	Addition to garage	9/25/2018	Golf Estates 2	Zoning
46	Consumers	Energy	1036 Pueblo Pass	Utility	10/2/2018	Foresta Verde	Right-of-Way
47	Henry	Scherene	1222 Queens Way	Fence	10/15/2018	Plat 4	Zoning
48	Consumers	Energy	1014 Putter Dr	Utility	10/15/2018	Golf Estates 2	Right-of-Way
49	Consumers	Energy	1083 Fairway Drive	Utility	10/17/2018	Golf Estates 1	Right-of-Way
50	Reimers	Alan	1011 Essex Drive	Shed	10/22/2018	Plat 3	Zoning
51	Jarvis	Gerald	1011 Trebuh Court	New Home & Garage	11/9/2018	Whispering Pines	Zoning
52	Zitzelberger	Mark	1048 Clubhouse Drive	Addition	11/9/2018	Golf Estates 1	Zoning
53	Spence	Andrew	1058 Isabella Vista	New Home & Garage	12/20/2018	Lake Isabella North	Zoning
54							
55							



Code Enforcement Summary Report

Report Criteria:

<i>Status</i>	<i>Assigned To</i>	<i>Census Tract</i>	<i>Violation</i>	<i>Initiation</i>	<i>Open Date Range</i>	<i>Follow up Date Range</i>	<i>Close Date Range</i>
All	All		All	All	From 01/01/2018 To 12/31/2018	From To	From To

CE Totals

	<i>Total</i>	<i>Closed Cases</i>	<i>Open Cases</i>
Totals	137	132	5

CE Cases by Employee

<i>Employee</i>	<i>Total</i>	<i>Closed Cases</i>	<i>Open Cases</i>
Manley, Jessica	2	2	0
Wolff, Tim	135	130	5
Totals	137	132	5

CE Cases by Violation

<i>Violation</i>	<i>Total Violations</i>	<i>Closed Violations</i>	<i>Open Violations</i>
Animal - Dog License	1	1	0
Animal - Dog License Check	2	2	0
Animal - Dog Running at Large	5	5	0
Animal - Excessive Dogs	0	0	0
Animal - Inhumane Living Conditions	0	0	0
Animal - Nuisance Barking	2	2	0
Animal - Public Nuisance Vicious Dog	2	2	0
Animal - Wild Animal	1	1	0
Blight - Broken Window/Door	9	9	0
Blight - Building Materials	0	0	0
Blight - Dangerous Structure/Site	0	0	0
Blight - Deteriorated Structure	4	4	0
Blight - Firewood	1	0	1
Blight - Graffiti	0	0	0
Blight - Junk/Inoperable Vehicle	9	9	0
Blight - Littering	1	1	0
Blight - Long Weeds/Grass	51	51	0
Blight - Outdoor Furniture	0	0	0
Blight - Parking in Yard	0	0	0
Blight - Possible Structure Collapse	0	0	0
Blight - Stock pile of Brush	1	1	0

Blight - Storage of Building Materials	1	1	0
Blight - Trash/Junk	21	20	1
Blight - Unclean Yard	0	0	0
Blight - Unfinished Excavation	0	0	0
Blight - Unfinished Structure	1	1	0
Blight - Unhabitable Dwelling	1	0	1
Blight - Unlicensed Vehicle	8	7	1
Blight - Window Treatments	0	0	0
Fireworks - Illegal Fireworks Use	2	2	0
Incident - Fire Dpt. Assist	1	1	0
Incident - General Assist	2	2	0
Incident - Traffic Accident	0	0	0
Incident - Tree Removal	0	0	0
Misc - Burning (Trash or other prohibited items)	7	7	0
Misc - House Number Display	0	0	0
Misc - Soliciting Without a License	1	1	0
Misc - Swimming Pool w/o Fence	0	0	0
Misc - Trespassing	0	0	0
Neighborhood Watch Patrol	1	1	0
Noise - Distrubing the Peace	0	0	0
Noise - Loud Music or TV	0	0	0
Noise - Sunday or Afterhours Construction	0	0	0
Noxious Odor - Visible Outside Property	2	2	0
Outdoor Storage - Emergency Access	0	0	0
Outdoor Storage - Not Covered	1	1	0
Outdoor Storage - Screening/Yard	1	1	0
Rental - Annual Renewal	0	0	0
Rental - Fail to apply for rental license	0	0	0
Rental - Failed Rental Inspection	0	0	0
Rental - Occupancy Exceeds Allowed	0	0	0
Rental - Scheduled Inspection	0	0	0
Rental - Suspected Rental	0	0	0
Sign - Political Sign(s)	0	0	0
Sign - Sign Attached to Tree	0	0	0
Streets - Item for Sale in ROW	0	0	0
Streets - No Parking Violation	1	1	0
Streets - No Right of Way Permit	1	1	0
Streets - Obstructing by Parking	0	0	0
Streets - Overnight Parking	0	0	0
Streets - Snow Across Roadway	0	0	0

Streets - Temporary Parking Ban	0	0	0
Streets - Utility Wires in Trees	0	0	0
Trailer/RV - Excessive Number	0	0	0
Trailer/RV - For Sale 30+ Days	0	0	0
Trailer/RV - Semi-Truck Trailer	1	1	0
Trailer/RV - Storage Location	0	0	0
Trailer/RV - Unlicensed	0	0	0
Trailer/RV - Vacant Lot	3	3	0
Zoning - Accessory Structure <200' Setback	0	0	0
Zoning - Accessory Structure in Street Yard	0	0	0
Zoning - Accessory Structure No Permit	0	0	0
Zoning - Dumpster	1	1	0
Zoning - Exterior Improperly Finished	2	2	0
Zoning - Fencing W/1 35' of Lake/River	0	0	0
Zoning - Fencing Without Permit	0	0	0
Zoning - Illegal Camping	2	2	0
Zoning - Keeping of Livestock or Poultry	0	0	0
Zoning - Mobile Home Skirting	0	0	0
Zoning - Multi-Family in LR-2 District	0	0	0
Zoning - Multi-Family Use in LR-1	0	0	0
Zoning - No Zoning Permit	5	5	0
Zoning - Phosphate Fertilizer	0	0	0
Zoning - Structure Completion	0	0	0
Zoning - Temporary Structure	1	0	1
Totals	156	151	5

The meeting was called to order at 7:00 PM by Village President Dave Torgerson. The Pledge of Allegiance was recited by those in attendance.

Members Present: Cueny, Eberhart, Grey, Kiel, & Torgerson

Members Excused: Griffin

Members Absent: Shoemaker

The Agenda for the meeting was accepted as presented without objection.

A motion was made by Kiel, seconded by Eberhart, to approve the Consent Agenda as presented. ROLL CALL VOTE: YEAS: Cueny, Eberhart, Grey, Kiel, & Torgerson; NAYS: None. MOTION CARRIED 5-0-0.

Reports:

Village President:

Torgerson thanked the Charter Commission for the time and effort they gave in fulfilling their duties.

Presentation of the Village's FY 2017-2018 Audit:

Bill Hirschman, from Roslund, Prestage & Company, PC, reviewed the Village's audited financial statements for the 2017-2018 fiscal year. He noted that in their opinion the Village's audit was presented fairly, that there were no deficiencies found for internal controls and that there were no instances of non-compliance.

He also stated to the Council that there were no material weaknesses found in the Village's accounting procedures or financial practices.

Kiel stated that he visited with the auditors during fieldwork, and said he was pleased with the report.

Village Manager:

Village Manager Wolff discussed several items with the Village Council. He updated them on the communication with Isabella Pellet concerning rebuilding, ordinance requirements, and the Village's involvement in the State of Michigan Fire Insurance Withholding Program. Grey stated that for the time being his main concern was that the site would not be left with a burned-out building.

He also discussed a small concern that has surfaced on the trash collection. With King's exclusive agreement beginning on Tuesday,

January 1st, and a regular collection day of Monday, residents switching from Granger or Waste Management may miss a week for trash service. He requested the Council's approval to work with King's to have an extra truck that week and allow anyone who contacts King's in advance the ability to use stickers that week. This would bridge the one-week between services for those residents with Granger or Waste Management.

The Council had no objections to this and authorized the Manager to cover costs of \$1,000 if needed for the extra service on December 31st.

LIPOA:

No report was given. However, the LIPOA did receive their drawdown permit and emailed the Village a copy of it.

Public Hearing(s): None

Public Comments:

- Mike King of Vestaburg commented on how well the streets in Lake Isabella were maintained after the most recent snow storm. He thanked all involved as it made his job and commute much easier.

Existing Business:

1. **Proposed Job Descriptions & Compensation Schedules:**

Wolff stated that in September the Council, acting as the Personnel Committee, reviewed the draft of the various Job Descriptions that staff assembled. Since that meeting, the Village has requested and received as of mid-October language from our attorney regarding performance bonuses per the request of the Village's auditors.

Wolff has also compiled a proposed compensation schedule based on the MML Report received by the Village in August. Wolff specified that changes to the Village Managers contract to reflect the Step system submitted by the MML would be included for consideration at the December 13th meeting. Wolff asked to either meet with Councilmember Eberhart who is Chair of Personnel, schedule a Personnel Committee meeting or met with a delegation of three members of the Council and reported back in regards to the Managers contract language at the December 13th meeting.

There was a discussion among the members about entering into a Closed Session to review the contract and discuss the Village Manager's Annual review. All five members at the meeting stated that

they would be at the December 13th meeting and would address this matter then.

New Business:

1. Proposed Ordinance 2018-05; Regulation of Garages & Temporary Accessory Structures:

A motion was made by Grey, seconded by Kiel, to introduce Proposed Ordinance 2018-05; Regulation of Garages & Temporary Accessory Structures and hold a public hearing on December 13, 2018. VOICE VOTE: MOTION CARRIED 5-0-0.

2. Proposed Ordinance 2018-09; Regulation of Marijuana Establishments & Facilities:

Wolff stated the purpose of this Ordinance was to define and prohibit certain types of businesses which have been created either through the Michigan Medical Marijuana Facilities Licensing Act and/or the Michigan Regulation and Taxation of Marijuana Act from being located within the Village of Lake Isabella.

Wolff recommends this be adopted for the time being and revisited once the State of Michigan develops the process and regulations for marijuana establishments.

In doing so would allow the Village then to "opt-in" to any establishments and facilities that are a good fit for our community once the state creates the regulatory framework. Wolff does recommend that this matter is revisited once the state has done its job.

A motion was made by Eberhart, seconded by Grey, to introduce Proposed Ordinance 2018-09; Regulation of Marijuana Establishments & Facilities and hold a public hearing on December 13, 2018. VOICE VOTE: MOTION CARRIED 5-0-0.

3. Resolution 2018-15; Consumers Energy Compliant with the Michigan Public Service Commission:

Wolff stated the Village last engaged Consumers regarding an electric utility franchise on September 27th. There has been no reply from Consumers since that time. On the advice of the Village attorney, this resolution has been drafted formally making a complaint to the Michigan Public Service Commission that Consumers Energy is (1) knowingly operating without a franchise; and, (2) has not negotiated in good faith.

Cueny stated that he was disappointed that Consumers had not responded and did not like the idea of sending the matter before the MPSC.

A motion was made by Grey, seconded by Kiel, to approve Resolution 2018-15; Consumers Energy Compliant to the Michigan Public Service Commission. ROLL CALL VOTE: YEAS: Kiel, Cueny, Eberhart, Grey, Kiel, & Torgerson; NAYS: None. MOTION CARRIED 5-0-0.

4. Resolution 2018-16; Proposed Tall Structures:

Wolff informed the council that the purpose of this resolution was to authorize the Village Manager to object to the placement of numerous tall structures within 5 miles of the Village's public use airport. In reviewing the proposed location of windmills for western Isabella County, it appears that 27 of these are within 5 miles of the Village's airport. The proposed height of these structures is over 600 feet. After reviewing the location and height with our Airport Manager, this resolution was drafted to formally oppose these structures as they represent a threat to the safe use of the airport.

A motion was made by Eberhart, seconded by Cueny, to approve Resolution 2018-16; Proposed Tall Structures. ROLL CALL VOTE: YEAS: Kiel, Cueny, Eberhart, Grey, & Torgerson; NAYS: None. MOTION CARRIED 5-0-0.

5. Resolution 2018-17; Road Warranty Program and Resolution 2018-18; Road Warranty Implementation:

Wolff stated that Proposed Resolutions 2018-17 and 2018-18 are the approved documents the Village needs to adopt to comply with the new warranty mandate from the State of Michigan. Wolff cannot see a project in the Village's future that would hit the statutory threshold of \$2,000,000 of pavement to trigger the program being in use; however, it is mandatory to adopt. In 2017 there were less than 20 such projects statewide, including MDOT projects.

A motion was made by Cueny, seconded by Eberhart, to approve Resolution 2018-17; Road Warranty Program and Resolution 2018-18; Road Warranty Implementation. ROLL CALL VOTE: YEAS: Cueny, Eberhart, Grey, Kiel, & Torgerson; NAYS: None. MOTION CARRIED 5-0-0.

6. Approval of Bid; Queens Way/El Camino Mill & Fill:

Wolff informed the Council on Thursday, November 29, 2018, bids were opened on a proposed paving project for the first-half of 2019. This project is a rebid from a project the Village considered for late

2018 that bids came in well over the estimates the Village had budgeted from. Based on these bids, it is Wolff's recommendation to award the project to Central Asphalt of Mount Pleasant. Rowe PSC is also under contract to handle the field work and inspections for the project. The RFP has a stipulation that the project must be done by June 30, 2019, which is the end of our current Fiscal Year.

A motion was made by Cueny, seconded by Eberhart, to award the Queens Way/El Camino Mill and Fill to Central Asphalt for \$117,989.20. ROLL CALL VOTE: YEAS: Cueny, Eberhart, Grey, Kiel, & Torgerson; NAYS: None. MOTION CARRIED 5-0-0.

7. Michigan Pavement Marking 2019 Proposal:

Wolff stated that the Village received a proposal from Michigan Pavement Marking for doing the Village's pavement marking work in 2019 at the same rate as 2018. This is at least the third year that MPM has offered to do the job honoring the previous year's unit pricing. We have already done the pavement marking for the 2018-19 fiscal year, but have funds reserved in the Village's CIP for pavement marking in the 2019-20 fiscal year. This would mean that the work would be done after July 1st. The price MPM has offered historically been very competitive and below what their competitors have bid in the past. They do quality work, and Wolff recommended that the Village continue working with them.

A motion was made by Cueny, seconded by Kiel, to accept Michigan Pavement Marking's 2019 Proposal with a cost not to exceed \$8,000. VOICE VOTE: MOTION CARRIED 5-0-0.

8. 2018 Charge Back Lots & Tax Reversion Lots:

Wolff informed the Council that the Village received an invoice from Isabella County Treasurer Pickens for \$3,432.01 for lots which were foreclosed due to delinquent property taxes. This invoice will need to be paid regardless of whether or not the Council accepts the eleven lots the fees are tied to.

The fee covers eleven lots that went unsold by the County for all of 2018, and now under P.A. 123 are to be returned to the municipal where taxes were originally owed; unless the municipality objects in writing to receiving any or all of the lots.

The Council had no objections to any of the lots that the County is required to return to the Village. Wolff stated that he would keep the Council informed of discussions with Isabella County, but for the time being, he has no objections to the Village receiving these eleven lots to be offered for sale eventually.

9. F150 Status & Plow Purchase:

Wolff requested direction from the Council as to what should be done with the Village's F150. The F250's scheduled arrival is in early December, and at that point, the Village will have three vehicles in its fleet.

There are three options which Wolff believes should be considered:

- Keep the truck, it is paid for, and only costs outside of use/maintenance are insurance.
- Trade the truck for a more fuel-efficient vehicle.
- Sell it.

Wolff stated that if the Council wishes for Option 2 or 3, he will bring something back for the Agenda at the Special Meeting on December 13, 2018. Wolff recommends Option 2 or 3.

Likewise, the new truck is arriving and will need a plow. Wolff's recommendation is to install the same plow on the new truck like that on the 2010 F250. Wolff feels this will allow the Village to keep surplus parts on-hand for one type of plow.

Bader & Sons in Rosebush is the local vendor for Boss Plows. Wolff asked the Council to approve purchasing a plow directly from Bader & Sons, the cost of which is above our purchasing policy limit requiring bids. The estimated cost from Bader & Sons for a new plow matching our current plow was \$6,000.

Cueny stated that in his opinion he does not see the need for three vehicles when the Village only presently has two employees.

The Council expressed their approval of obtaining the Boss Plow from Bader & Sons in Rosebush and for Wolff to bring back a resolution for the December 13 meeting in regards to selling the F150.

Public Comments:

None

With no further business, the Council was adjourned at 8:35 pm.

Jeff Grey, Village Clerk

Dave Torgerson, Village President



Village of Lake Isabella

Village Council
December 13, 2018
Special Meeting
1010 Clubhouse Drive
Lake Isabella, MI 48893

The meeting was called to order at 7 PM by Village President Dave Torgerson. Those in attendance recited the Pledge of Allegiance.

Members Present: Cueny, Eberhart, Grey, Kiel, & Torgerson

Members Excused: Griffin, & Shoemaker

Consent Agenda:

Grey made a motion, which was seconded by Cueny, to approve the Consent Agenda as presented. ROLL CALL VOTE: YEAS: Cueny, Eberhart, Grey, Kiel, & Torgerson; NAYS; None. MOTION CARRIED 5-0-0.

Public Hearings:

1. Proposed Ordinance 2018-05; Regulation of Garages & Temporary Accessory Structures

Torgerson opened the Public Hearing at 7:02 PM.

Public Comment: None

Kiel asked if larger doors would still be allowed on certain garages. Wolff replied that on detached garages, doors of up to 14 feet were possible if approved as a Special Land Use.

With no additional comments, Torgerson closed the Public Hearing at 7:04 PM

Cueny made a motion, which was seconded by Grey, to adopt Ordinance 2018-05. ROLL CALL VOTE: YEAS: Cueny, Eberhart, Grey, Kiel, & Torgerson; NAYS; None. MOTION CARRIED 5-0-0.

2. Proposed Ordinance 2018-09; Regulation of Marijuana Establishments & Facilities

Torgerson opened the Public Hearing at 7:05 PM.

Public Comment: None

Grey stated that the Planning Commission had briefly discussed this topic and felt it was the appropriate action to take for the time being. He said that he would support additional discussion of this topic once the State of Michigan establishes rules and the regulatory framework for recreational marijuana businesses.

Kiel made a motion, which was seconded by Eberhart, to adopt Ordinance 2018-09. ROLL CALL VOTE: YEAS: Cueny, Eberhart, Grey, Kiel, & Torgerson; NAYS; None. MOTION CARRIED 5-0-0.

Public Comments: None

Business:

1. Proposed Resolution 2018-19; Job Descriptions & Compensation Schedules

The Council reviewed the recommended Job Description book and Compensation Schedule. Cueny and Kiel offered amendments to items in the Village Manager, Deputy Village Manager, and Zoning Administrator job descriptions.

The other members of the Council present were in favor of the amendments.

Kiel made a motion, which was seconded by Cueny, to adopt Resolution 2018-19 and the amended Job Descriptions & Compensation Schedule. ROLL CALL VOTE: YEAS: Cueny, Eberhart, Grey, Kiel, & Torgerson; NAYS; None. MOTION CARRIED 5-0-0.

2. Proposed Resolution 2018-20; F150 Sale

The Council reviewed several options for the Village's F150.

Cueny stated that he did not support the Village keeping a third vehicle.

Grey stated that he would support selling the vehicle now, and buying a more economical replacement in the future.

There was a discussion on which draft of Resolution 2018-20 to adopt.

Option 2 was agreed to as the preferred draft, with no set time frame on the sale of the truck, and a minimum sale price allowed of \$12,000.

Eberhart made a motion, seconded by Cueny, to adopt Resolution 2018-20 directing the Village Manager to sell the Village's F150 with no set time frame on the sale, and a minimum price of \$12,000. ROLL CALL VOTE: YEAS: Cueny, Eberhart, Grey, Kiel, & Torgerson; NAYS; None. MOTION CARRIED 5-0-0.

3. Approval of Master Plan Draft for Distribution

Cueny stated he had discussed this with Wolff before the meeting, and understands that this is to solicit comments, and after the comment period additional changes can be made, as well as the Planning Commission has to hold a Public Hearing on the draft.

Cueny made a motion, seconded by Grey, to approve the Master Plan Draft for distribution and comment as required by law. VOICE VOTE: MOTION CARRIED 5-0-0.

4. DPW Garage Door Proposal

Cueny made a motion, seconded by Eberhart, to approve the quote from Johnson Door and Vac to install automatic openers on all four of the doors at the Village DPW garage. ROLL CALL VOTE: YEAS: Cueny, Eberhart, Grey, Kiel, & Torgerson; NAYS; None. MOTION CARRIED 5-0-0.

5. Village Manager Annual Review Follow-up/Contract Amendment

There was discussion regarding the review process, and changes that were desired for future years. Wolff asked for direction on how to structure the review. After discussion, the Council asked for Wolff to first update the Village staff's review mechanism and then use that as a base for the Village Manager's review.

Kiel asked for the contract to be amended to clarify that the Village Manager is an "at will" employee.

Grey asked for the contract to be amended to clarify severance was due only when terminated without cause.

In response to Kiel and Grey's comments, Torgerson stated his understanding of the contract was that the Village Manager is an "at-will" employee and that severance was only due if terminated without cause, but if changes are needed to convey those points better he would agree to that.

Cueny made a motion, seconded by Eberhart, to enter into a Closed Session to continue the Village Manager's performance evaluation at 9:02 PM. ROLL CALL VOTE: YEAS: Cueny, Eberhart, Grey, Kiel, & Torgerson; NAYS; None. MOTION CARRIED 5-0-0.

Eberhart made a motion, seconded by Cueny, to exit the Closed Session at 9:25 PM. ROLL CALL VOTE: YEAS: Cueny, Eberhart, Grey, Kiel, & Torgerson; NAYS; None. MOTION CARRIED 5-0-0.

Eberhart made a motion, seconded by Cueny, to make a one-time contribution of \$1,000 to the Village Manager's Retirement Account, award a \$500 performance payments based on the scores of the Annual Evaluation, and approve the creation of a Wellness Program for staff and families to join the fitness center in the Village. ROLL CALL VOTE: YEAS: Cueny, Eberhart, Grey, Kiel, & Torgerson; NAYS; None. MOTION CARRIED 5-0-0.

Public Comments: None

Adjournment:

With no further business, the Planning Commission adjourned at 9:27 PM.

Jeffrey P. Grey
Village Clerk

David K. Torgerson
Village President



Village of
Lake Isabella

Village Council
December 20, 2018
Special Meeting
1010 Clubhouse Drive
Lake Isabella, MI 48893

The meeting was called to order at 3 PM by Village President Dave Torgerson. Those in attendance recited the Pledge of Allegiance.

Members Present: Eberhart, Grey, Kiel, & Torgerson

Members Excused: Cueny, Griffin, & Shoemaker

Public Comments: None

Business:

1. Village Manager Contract:

The members reviewed the draft of the proposed amendments to the Village Manager's contract discussed at the previous meeting.

A motion was made by Kiel, seconded by Eberhart, to approve the proposed contract for the Village Manager. ROLL CALL VOTE: YEAS: Eberhart, Grey, Kiel, & Torgerson; NAYS: None. MOTION CARRIED 4-0-0.

Public Comments: None

Adjournment:

With no further business, the Planning Commission adjourned at 3:02 PM.

Jeffrey P. Grey
Village Clerk

David K. Torgerson
Village President



Preliminary Site Plan Review 565 N. Coldwater Road

Mike Fiorillo, the owner and resident at 565 N. Coldwater Road, has approached the Village about building a permanent structure to house wedding receptions at the property. He has submitted a very rough preliminary sketch of his idea and would like to discuss this project and get the feedback of the Planning Commission before moving forward.

Non-Residential Accessory Structures over 1,000 feet are required to go through the Site Plan Review Process. The Zoning Code places the drawing requirements as:

- The name and address of the property owner and petitioner if different from the owner.
- Location of existing and proposed connections to sewer/septic systems and water/well supply systems.
- An overhead view of all different floor levels, showing dimensions of interior rooms and spaces.
- Exterior elevations of proposed structures showing materials, doors and windows, height and finishes.
- The legal description of the parcel, including acreage.
- The name and address of the individual or firm responsible for the preparation of the illustration.
- The date, north arrow, and scale. The scale shall be not less than 1" = 20' for property under three acres and at least 1" = 100' for those three acres or more.
- All lot and/or property lines are to be shown and dimensioned, including required setback lines.
- The location and height of all existing and proposed structures on and within 100' of the subject property's boundary.
- The location and dimensions of all existing and proposed drives, sidewalks, curb openings, signs, exterior lighting, curbing, parking areas (show dimensions of a typical parking space), unloading areas, recreation areas, common use areas, and areas to be conveyed for public use and purpose.
- The location, height and types of fences, walls and landscaping.
- Trash receptacle location and screening.
- The location and size of all surface water drainage facilities.
- A full color illustration of all proposed signs, including the size of the proposed sign, height of proposed signs, and location of signs on the site or structure(s).
- Distances as measured at the closest point between structures.

The Review Standards for all Site Plans are as follows:

- 1) That the movement of vehicular and pedestrian traffic within the site and in relation to ingress and egress to the site will be safe and convenient.
- 2) That the site plan is harmonious with, and not injurious or objectionable to, existing and projected uses in the immediate area. Specifically, adjacent properties and topographical features are protected through appropriate placement of structures and landscaping.
- 3) That the site plan shows the use will be adequately served by necessary improvements, including but not limited to, sewage collection and treatment, potable water supply, storm drainage, lighting, roads and parking.
- 4) That the site plan is adequate to provide for the health, safety and general welfare of the persons and property on the site and in the neighboring community. This includes, but is not limited to, access ability of emergency response vehicles.
- 5) That the site plan has incorporated adequate noise mitigation measures to address nuisances which include, but is not limited to; HVAC, air condition, heating and similar devices; coming, going and idling of motor vehicles; and the loading and unloading of trucks and equipment.
- 6) That the site plan accounts for the storage of raw good and materials, as well as finished product. The Planning Commission may require all finished goods and raw materials to be stored inside a fully enclosed structure. Likewise, the Planning Commission may further limit the ability to store and display merchandise outside of any completed and approved structure.
- 7) Site Plans for facilities which use or generate hazardous substances in either quantities greater than two hundred (200) pounds per month, or one hundred (100) gallons, shall be subject to the following additional site plan submittal requirements:
 - a. Location and size of interior and exterior areas and structure to be used for storage, use, loading/unloading, recycling, or disposal of hazardous substances.
 - b. Location of all underground and aboveground storage tanks for such uses as fuel storage, waste oil holding tanks, chemical storage, hazardous waste storage, collection of contaminated stormwater or wash water, and all similar uses.
 - c. Location of exterior and interior drains, on-site sewage systems, dry wells, catch basins, retention/detention areas, sumps and other facilities designed to

- collect, store, or transport stormwater or wastewater. The point of discharge for all drains and pipes shall be specified on the site plan.
- d. Location of all water wells on the site and within one hundred fifty (150) feet of the property's boundaries.
 - e. Delineation of areas on the property which are known or suspected to be contaminated with a report on the status of clean-up activities.
 - f. A listing of all hazardous materials that will be stored or used on-site. Locations using hazardous materials are also subject to additional reporting requirements as required by state law to the local Fire Chief and appropriate state regulatory agency.
 - g. All applicable county, state, and federal permits relating to hazardous materials.
- 8) Additionally, the Planning Commission may prohibit the development of property within the bounds of a future road, Public Park, or other public facility shown in the Master Plan, or which may be located within the bounds of the 100-year flood plain.
- 9) The Planning Commission may place conditions on approval of the site plan for additional fencing, lighting, and screening; or other conditions to carry out the requirements of the zoning code.

470' COLONATER RD.

470'

PARKING FOR 39 CARS
ON GRAVEL AND GRAVEL
10'x20' SPACES (17x4)

(NEW) WOOD FENCE
6' HIGH

GRAVEL DRIVE

10'x47'
ROOF EXTENSION
FOR STORAGE
(NEW)

FENCED STORAGE
(NEW)

EXISTING SHOP
14' HIGH

NEW WALKWAY

EXISTING PAVILION
13' HIGH

PARKING FOR 60 CARS
ON GRASS

BLACKTOP DRIVE

PARKING FOR
26 CARS
ON GRASS
ALONG EDGE
OF DRIVEWAY

EXISTING HOME
24' HIGH

DEMO EXISTING GARAGE

CIRCLE DRIVE
(NEW)

EXISTING BARN
35' HIGH

EXISTING SEPTIC

COURTYARD
(NEW)

WALKWAY (NEW)

72'x72' EVENT BARN
(NEW)
26' HIGH

NEW SEPTIC

POND

SCALE:
1" = 25'-0"

400'

400'



470' GOLF COURSE

470'



Upcoming Meeting Schedule & Business Items

With the Village Council's next meeting not until April 30th, and the comment period on the Master Plan Draft concluding on March 22nd, I would think this is a time where we can miss a meeting and not negatively impact the flow of business. I would like to propose the following schedule of meetings and items for the next few months:

February: No Meeting

March: Meet on the Regular Meeting Date of **March 12th**

- Business:
1. Site Plan Review 565 N. Coldwater Road? (*If this isn't ready, then this meeting could be canceled, and this item added to the April agenda.*)
 2. Review and Approval of 2018 Planning & Zoning Report. (*If the Site Plan for 565 N. Coldwater Road is not ready, then this could be added to the April agenda as it is not a time sensitive matter.*)

April: Meet on the 3rd Tuesday (not the 2nd Tuesday) **April 16th**

- Business:
1. Review of Master Plan Comments, Edit Draft, Set Public Hearing
 2. Public Hearing on Conditional Rezoning Repeal; 6900 Baseline Road
 3. Public Hearing on Deletion of Sections 1212.59 & 1212.61
 4. Review of Proposed Capital Improvement Plan

May: Meet on the Regular Meeting Date of **May 14th**

- Business:
1. Master Plan Public Hearing