

Village of Lake Isabella  
Planning Commission  
January 13, 2004

I. Call to Order: A regular meeting of the Planning Commission of the Village of Lake Isabella was held on January 13, 2004 in the Village office. Chairperson Bill Dunham called the meeting to order at 7:05 p.m.

2. Members Present: Bill Dunham, Becky Thornhill, Cheryl Lobert, Jeff Grey and Bruce Torgerson.

Members Absent: Jack Walker and David Hardenburgh. Motion by Grey, 2nd by Thornhill to excuse these 2 members from this meeting.

Staff Present: Jessica Bundy Adm. assistant

Guests Present: George Colby, Harry Kuhn and Mike Sherba.

II. Approval of minutes: Approved as distributed.

III. Reports:

A. Chairman:

Report from Bill Dunham that the funds/sources have been allocated for work to begin on paving of Baseline road. Other sources of information available for reading: Planning Commission resource pamphlet Books: Rural by Design, Growing Greener, sign regulations, Design reviews and specially designing corridors. Master plan is 5 years old target date of 12/2004 to revisit this and make amendments/suggestions as needed. MDOT: workshop scheduled for 02-11-04 in Lansing. please contact Bill Dunham if you plan to go.

B. Zoning Report: no report/no zoning permits issued

C. Village Council Update:

Per closed session with the lawyers, we are no longer obligated to go with site plan from Lake Isabella Development (LID) as they did not respond within 13 days. It will all need to be re-done/new site plan filled out. See enclosed list of new committee members and Village Council members/positions. Information has been sent to the prospective person for consideration/acceptance of Village Council Manager.

D. Other: None

IV. New Business:

A. Riparian Rights page reviewed. L.I.P.O.A. does own the Riparian rights. Village and/or City do have the right to enforce quality control over our water if the County doesn't wish to do so (example: houseboats). Motion by Grey, 2nd by Lobert to state that the motion for no houseboats is under continued reviewed by our attorney's and help from Doug Pickett and this will be reviewed at our next scheduled meeting in February. Thornhill obtained from the vote due to conflict of interest.

B. Jeff and Becky both were able to attend a Q&A at the County Building on 12/11/2003. Becky reviewed the information she was given. Final feasibility study to be available in January 2004 compiled by Wilcox's. Bill Dunham will call/check with Sandy Caul on what our responsibilities will include for possible state wide sewer system.

C. To review updates/revision passed out to everyone from George Colby and will go over at next month's meeting if you have any questions/concerns.

Village of Lake Isabella  
Planning Commission  
January 13, 2004

- V. Old Business:
- A. Dunham went thru handouts, see meeting packet. Dunham explained Chapter 3 page 3-7 form handouts.
  - B. The Commission looked at a proposal from Shimenuk with buffers and curb cuts. It was stated that signs for building should be closer to the building than the street.
  - C. Dunham stated that the Village needed to start politicizing with Jim Miller for the regulation of the road that is owned by the County.
  - D. A regulated setback requirement should be included that way all building will somewhat like the same versus one being more in the back of a lot or one more in the front of the lot to make it look uniformed.
  - E. It was stated that perhaps the Commission could include local commercial district owner's input.
- VI. Public Comments  
Becky thanks Bill for all the hard work and materials brought forth for this meeting.
- VII. Adjournment

The Planning Commission Meeting adjourned at 9:55 pm.

\* Note: The Next Scheduled Meeting is February 10, 2004 at 7:00 p.m.

\*\* Note: Minutes will be available for inspection at the Village Office located at 1096 Queensway Drive, eight (8) business days following the meeting.

\*\*\* Note: Anyone needing handicap accessibility please contact the Village Office within 48 hours of the meeting date and time.

Village of Lake Isabella  
Planning Commission  
February 10, 2004

I. Call to Order: A regular meeting of the Planning Commission of the Village of Lake Isabella was held on February 10, 2004 in the Village office. Chairperson Bill Dunham called the meeting to order at 7:02 p.m.

II. Members Present: Bill Dunham, Becky Thornhill, Jeff Grey, Bruce Torgerson and Cheryl Lobert.

Members Absent: Jack Walker and David Hardenburgh. Motion by Thornhill, 2nd by Grey to excuse these 2 members from this meeting as well as the March 2004 and April 2004 meetings.

Staff Present: Timothy Wolfe, Manager

Guest Present: Mike Sherba

III: Minutes from January 13, 2004 were approved as distributed with correction to #IV, section B.

IV. REPORTS:

A. Chairman: Bill relayed that he has not been able to contact Sandy Caul concerning the sewer system.

B. Zoning: None

C. Village Council Update: The declaration of intent has been rescinded due to the missing parcel codes/roads. On 02-17-2004 there will be a public hearing on the road projects. Jeff read over the letter from Wilcox on the feasibility study. No additional funding available per Gary McBride. Remaining balance will be split among the 4 involved groups to come up with.

D. Other: None

V. Old Business:

A. Discussed lots that need to be re-zoned. Reviewed the draft of which commission members made recommendations for changes and the property owners will be notified. Lots 289, 293, 297, 301, 302, 303, 304 and 305 are buildable in this area. For the lots #309, 310, 311 and 312 have no building permits. Master plan will include lots 300-308 as Commercial. Lot #123 is potentially owed by the Village. Could possibly just add greenery to this lot. Suggest to Manager to re-zone the previous mentioned lots and exclude lot #123. Doug Pickett suggested we list all businesses in the zoning ordinance and to be general to give more flexibility. Could run into problems if we try to get to specific.

Went over light commercial and office service district drafts with changes being made to

10.03 #5 to C1 in place of all

10.03 #10 to C1 with special land use permits

10.02 #11 and #12 need to be put into both by right

See notes and changes made to the draft in your own notes.

Reviewed site plan distributed by Bill for Jim Shimunck for lots # 291, 292 and 293.

B. Houseboats: Tim reviewed #2004-01 discussed building and use restriction booklet. Also reviewed ordinance and sections (see copies that were distributed) additions are underlined and removals are slashed out.

VI. New Business:

Letter will be sent to potential property owner .

VII. Public Comments: None

VIII.No rebuttal to public comment

Motion was made by Grey and 2nd by Lobert to change March 2004 Planning Commissions meeting from March 9, 2004 to March 2, 2004 at 7 p.m. and to also include public hearing date for ordinance 2004-01. Thornhill abstained from this vote.

IX. Adjournment: 9:38 p.m.

\*Note: The next scheduled Meeting is March 2, 2004 at 7.p.m.

\*\*Note: Minutes will be available for inspection at the Village Office located at 1096 Queensway Drive, eight (8) business days following the meeting.

\*\*\*Note: Anyone needing handicap accessibility, please contact the Village Office within 48 hours of the meeting date and time.

**Village of Lake Isabella**  
Planning Commission  
1096 Queens Way Drive  
Lake Isabella, MI 48893  
(989) 644-8654  
Tuesday, March 2<sup>nd</sup>, 2004

A regular meeting of the Planning Commission was called to order at 7:32 PM by Chair Bill Dunham. The Pledge of Allegiance was recited and the roll was called.

**Members Present:** Thornhill, Lobert, Grey, Torgerson, and Chairman Dunham  
**Members Absent/Excused:** Walker and Hardenburgh  
**Others Present:** Manager Wolff

The February 10<sup>th</sup>, 2004 Planning Commission meeting minutes were reviewed and placed on file without objection.

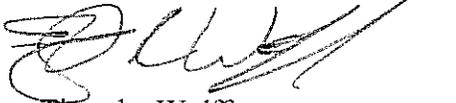
**The Following reports were made.**

1. **Chairman's Report:** The draft of the wording for Office Service Districts was noted and brought to attention as to the direction that the Commission would like to take. Also the Commission was updated as to a meeting that Chairman Dunham and Manager Wolff attended regarding paving Baseline Rd.
2. **Zoning Report:** Manager Wolff reported that one variance request had been made to the office and the ZBA would be holding a meeting to rule on the request.
3. **Village Council Report:** Councilman Grey reported to the Commission the events of the February 17<sup>th</sup>, 2004 meeting. Included in this were updates on the Queens Way project, Mt. Pleasant Chamber of Commerce, Island in Clubhouse Dr. at the intersection of Coldwater, the disposal of Village owned lots on El Camino Grande and surrounding areas, the council's approval of the LIPOA's building and use restrictions in Isabella South, and finally the discussion on hunting within the Village.

**Old Business:**

1. The Commission discussed the proposed ordinance #2004-01, dealing with the definition of temporary residency. The Commission discussed the comments made during the Public Hearing, especially the concern over the LIPOA Campground. Motion made by Councilman Grey, seconded by Lobert to approve and recommend to the Council the draft of ordinance #2004-01. YEAS: Grey, Dunham, Lobert, and Torgerson; NAYS: None; ABSTAIN: Thornhill; MOTION CARRIED.  
\* After the vote on this agenda item Commission member Lobert was not feeling well and left the meeting.
2. The Commission began discussing the wording in changes to the Office Service District. The Commission discussed which wording to change in C1 and OSD. There was lengthy discussion on this matter. Chairman Dunham would like to look into how other communities have handled the wording in similar districts. There was also discussion as

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Timothy Wolff', with a long, sweeping flourish extending to the right.

Timothy Wolff  
Village Manager

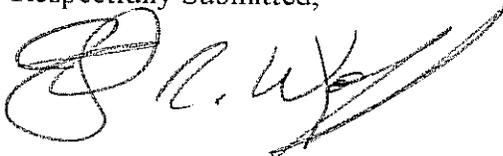
\* Attached – Copy of Ordinance 2004-01 as submitted to the Council

Village of Lake Isabella  
Planning Commission  
1096 Queens Way Drive  
Lake Isabella, MI 48893  
(989) 644-8654

Public Hearing

- I. The Public Hearing was opened at 7:04 P.M. by chairman Dunham.
- II. Chairman Dunham read the proposed ordinance for public record.
- III. The notice of the Public Hearing was published in the Morning Sun on February 17<sup>th</sup>, 2004.
- IV. Public Comments  
There were questions and comments regarding the following.
  - A. Whether a houseboat could be used a temporary residence.
  - B. Comments made by the public to the extent of supporting a ban on all houseboats on the lake.
  - C. George Colby asked about possibly having a permit in order for the Village to track and monitor people staying in various places as a temporary residence.
- V. Discussion Among Commission Members
  - A. Chairman Dunham noted the changes that the wording has undergone since it was first shown to the Commission.
  - B. Councilman Grey asked for a change in the wording at the start of the second sentence.
  - C. There was discussion over the change regarding "any lot" to "anywhere within the Village." The issue of the Lake Isabella Property Owners Association Campground would be affected by this change.
  - D. Manager Wolff noted that the change to the wording of lot and Village would be the most significant change in this ordinance. As the wording is currently before being amended the restrictions only applied to lots within the Village, not non-lot areas, parks, and the lake.
- VI. With there being no further discussion among Commission members Chairman Dunham closed the Public Hearing at 7:31 PM, March 2<sup>nd</sup>, 2004

Respectfully Submitted,



Timothy R. Wolff  
Village Manager

Village of Lake Isabella  
1096 Queens Way Drive  
Lake Isabella, MI 48893  
(989) 644-8654  
Tuesday, April 13th, 2004

A regular meeting of the Planning Commission was called to order at 7:00 p.m. by Chair Bill Dunham. The Pledge of Allegiance was recited and the roll was called.

Members Present: Chairman Dunham, Thornhill, Lobert, Torgerson.  
Members Absent/Excused: Walker, Hardenburgh and Grey  
Others Present: Manager Wolff

The meetings from March 2, 2004 Public Hearing and March 25th, 2004 Planning Commission meeting minutes were approved as distributed.

The following reports were made:

1. Chairman's Report: briefly discussed master plan timetable, ie: what issues are needed, consideration for what the community likes and actions/goals to get where we want to be. Will try to get the goals included into the agenda for May's meeting.
2. Zoning Report: ready to finalize and set a hearing date. Discussed changes/corrections to Ordinance #2004-02.

Old Business:

Changes were made to Ordinance #2004-02 Office Service Districts x 4 areas (page 4 #10A 1; page 6 #10A5-#5; page 6 10A5-#6; page 6, 10A5-#8 and Footnote #3 on page 7 after a lengthy discussion. A motion by Torgerson to approve the amended changes to Ordinance # 2004-02 and to also set the Public Hearing for May 5, 2004 at 7 p.m. at the L.I.P.O.A. office was made and 2nd by Lobert.

Public Comment:

Jim Shimunek and Son voiced comments/concerns on the hold up on building on the property they have purchased on Coldwater road. Comments also voiced by Mike Sherba on the time we have taken in doing so to do a good job and not have any unforeseen problems in the future if we do this hastily.

Adjournment at 8:54 p.m.

\*Note- The Next Scheduled Meeting is May 11 2004 at 7:00 p.m.

\*\* Note- Minutes will be available for inspection at the Village Office located at 1096 Queensway Drive eight (8) business days following the meeting.

\*\*\* Note- Anyone needing handicap accessibility please contact the Village Office within 48 hours of the meeting date and time.

\*\*\*\* Note- Public Hearing for Ordinance 2004-02 scheduled for May 11 2004 at 7 p.m. and Planning Commission regularly scheduled meeting for that month to follow.

Village of Lake Isabella  
1096 Queensway Drive  
Lake Isabella, MI 48893  
(989) 644-8654  
Tuesday, May 11, 2004

The Planning Commission public hearing for a Special Land Use Permit for Angela Markovich, 1104 N. Queensway, was called to order at 7 p.m. by Vice-Chair Thornhill. Public comments made by Mr. and Mrs. Paul Swift for the lot #485 that they own. This hearing was closed at 7:15 p.m. with a motion by Walker, 2nd by Lobert for approval.

The 2nd public hearing was called to order at 7:16 p.m. for Ordinance 2004-02 "Office Service Districts" by Vice-Chair Thornhill. Public comments made by Mr. and Mrs. Gene Stoner, owners of lot #141. This hearing was closed at 7:35 p.m. with a motion by Walker, 2nd by Grey for approval.

I. The regular meeting of the Planning Commission was called to order at 7:36 p.m. by Vice-Chair Thornhill.

II. The Pledge of Allegiance was recited

III. Members Present; Vice-Chair Thornhill, Lobert, Grey, Walker and Torgerson  
Members Absent: Chairman Dunham and Hardenburgh  
Motion made by Lobert, 2nd by Walker to excuse absent members  
Others Present: Manager Wolff

IV. The minutes from April, 13, 2004 were read and approved as distributed.

V. A. None

B. ZBA made 2 approvals, ie: 1: Mills property on Barcelona for non conforming structure for the garage. 2: Gerhardt on Queensway for an addition. There were no objections and they were approved. 16 permits issued so far.

C. Village Council Update: 1:public hearing on temporary residences approved. 2:Brent Case sworn in for zoning board of appeals with Ed Nurskey sworn in as alternate member. 3: freedom of village act appointed to Jessica Bundy. 4:assessment for paving of Queensway. 5:proceeding with a new resolution for fireworks and that the paperwork must be in 25 days before in order to obtain a license. 6:resolution for the island area of Coldwater is owned by the Village and the Golf Course will be allowed to use for signs. 7:new legal council of Law/Weathers and Richardson.

D. None

VI. A. See previous notes Ordinance 2004-02 "Office Service Districts" approved

B. will go over the old and new master plan. This will be discussed at the next meeting in June. Manager Wolff has passed out cameras to board members requesting the take pictures of their likes and dislikes.

VII. A. See previous notes for Special Land Use Permit/Markovich. Grey will make the recommendation to the Council for approval for changes from 6 children to 12 children. This was carried unanimously.

B. special meeting scheduled for 06-01-04 at 7 p.m. at the Village office with Williams and Beck, engineers from a Consulting Firm. They will try to get all the information to the Office prior to this meeting so members can go over it before the 06-08-04 regular Planning Commission meeting.

VIII. Jim Shimunek and Frank Cooley voiced their comments. Temporary sign construction

granted for his upcoming building on Coldwater road.

IX. No rebuttal to the Public Comment

X. Adjournment at 9:00 p.m.

\*Note - The Next Scheduled Meeting is June 8th, 2004 at 7:00 p.m.

\*\*Note - Minutes will be available for inspection at the Village Office located at 1096 Queensway Drive eight (8) business days following the meeting.

\*\*\*Note - Anyone needing handicap accessibility, please contact the Village Office within 48 hours of the meeting date and time.

---

Village of Lake Isabella  
Planning Commission  
Special Meeting & Public Hearing  
LIPOA Office Building  
June 1<sup>st</sup>, 2004

Chairman Bill Dunham called a special meeting of the Planning Commission to order at 7:00 PM, the Pledge of Allegiance was recited and the roll was taken

**Members Present:** Grey, Thornhill, Torgerson, Walker and Chairman Dunham

**Members Absent:** Lobert and Hardenburgh

Motion made by Torgerson seconded by Walker to excuse Hardenburgh for the meeting as he is still in Florida on business. MOTION CARRIED UNANIMOUSLY

The only item of business was the Public Hearing and consideration of the site plan submitted by LIDI to develop a site condo project at the northeastern corner of Rolland and River Roads. Please note that the name of the project has changed from LIDI to Whispering Pines Cove Association (WPCA).

Dunham called to order and opened a public hearing of the Planning Commission at 7:02 PM. Notice of the public hearing appeared in the May 25<sup>th</sup> edition of the Morning Sun.

Dunham read the request and requirements of section XVII and XXI before the commission and those in attendance.

Dunham opened the floor up to public comments and/or questions on the proposed site plan.

Dave Shoemaker (1052 Isabella Vista) asked:

1. If the residents of the development would be members of the LIPOA?

Frank Cooley (1112 El Camino Grande) asked:

1. If the proposed sewer system has gotten an approval from the Health Department?
2. If the sewer system would remain in the control of the developer?
3. If there is a marketing plan developed for the sale of the development?
4. What would be the time frame required to build after purchase?

Sharon Bishop (1029 Essex) asked:

1. What the style and size requirements for architectural control would be?
2. What the long range plan for lake maintenance for the development is and how they plan to address weed control issues.

Dave Ochander (1106 Fairway) asked:

1. How this development plans to control funneling and adhere to Village funneling standards.
2. How the development plans to provide lake access to back lot owners?

There were no other public comments and/or questions. At that time Mike Williams and Louis VanLiere of the engineering firm Williams and Beck Inc., and Tom Berghouse introduced themselves as the developers and owner respectively and answered the questions that the public had raised. Mike Williams noted the following:

1. *The current language in the condo documents would require the members to pay the lake maintenance fee to the LIPOA but would not be full members.*
2. *All of the provisions of the architectural control restrictions as written in the condo documents.*
3. *In regards to the sewer system, the developers would be meeting with the MDEQ later that week to discuss the plan and permit process.*
4. *In regards to the marketing program and time required to build after the sale of a lot he noted that a preliminary plan for marketing was in place and that there were no time restrictions to build after the sale or purchase of a lot.*
5. *To the weed control question he stated that he would hope that the fee the members would pay to the LIPOA should go to that.*
6. *To issue of funneling and access a common easement would be granted and a path created for back lot owners to have access to the lakes and common areas.*

The public hearing was closed at 7:46 PM.

The focus of the meeting then turned to the Planning Commission to allow them to ask questions directly to the developer and/or owner. Dunham indicated that each Commissioner would be allowed to ask their questions and then allow other members to ask follow up questions, once each member had asked their questions the Commission would move on to the next member.

Commissioner Jack Walker asked:

1. If all provisions of the site plan review checklist had been completed? *Wolff noted that the checklist was complete.*
2. If the developer knew the location of curb cuts for each lot and there would be guardrails where the road covers the narrow stretch of land in Phase I? *Williams noted that would a matter for the person building on each lot, the roads would be built to county road standards and be a 66 foot total right of way and that there would be guardrails for the channel crossing on Trebuh Dr.*
3. In the development would accessory buildings be used for car storage and how would other parking be accommodated for? *Williams noted that one side of the road would be available for temporary off street parking, but nothing overnight.*

4. Does the language in the documents mandate membership in the LIPOA? *Williams noted that the language should be in the documents, and if it was not it was an oversight in the draft and the language would be added as such, and he would check with Alan Green their attorney to ensure that it was included.*

Commissioner Bruce Torgerson asked:

1. Is there a determined break even point for the development as far as time to sell or total number of lots that must be sold, and is there a 5-year plan on how to accomplish the sale of the lots within the 5-year window the developer is hoping for? *VanLiere noted that they are hoping to sell 10 to 12 lots per year in order to make their 5-year goal.*
2. What the construction timetable is on the project. *VanLiere noted that Phase I construction would be done late this year and Phase II would be done next year.*

Commissioner Grey followed-up and asked who would have control over the ACC and other boards while the development was beginning? *VanLiere noted that until 50% of the lots were sold the developer would be the ACC; at that point 2 of the 3 positions would be taken over by property owners. VanLiere also noted that the developer would maintain an interest in the development until all the lots were sold. Once half the lots were sold the members would then be to vote and select their own board of directors.*

3. Who would be responsible for the road upkeep and plowing and also for the operation and maintenance of the proposed sewer system? *VanLiere noted that the WPCA association would be responsible.*

Chairman Dunham followed-up and made a comment as to the Lake being the community's most precious and important resource and his hope that the members of the proposed development would be members of the LIPOA as well.

Commissioner Becky Thornhill asked:

1. What the fee structure for the development would be, and would that amount be able to operate and maintain not only the proposed infrastructure but also the fees needed to cover administration of the association as compared to the model of the LIPOA? *VanLiere stated he was not able to accurately comment on the similarities or differences between WPCA and the LIPOA as far as fees and administration, but the fees for WPCA would be enough to cover everything.*
2. What the restrictions to access in the common areas would be? *VanLiere noted it would be members only and/or their guests.*
3. What restrictions would be in place to monitor and guarantee that boat launch was used only for their members and not abused by anyone outside the association. *Williams noted that it would be allowed only for association members.* Thornhill replied that she felt the language in the condo documents were not adequate to ensure this and would like to see the wording strengthened to ensure the lake access remain private and secure.
4. Would all utilities be underground? *Williams noted that they would be.*

Commissioner Dave Hardenburgh submitted his questions in writing, he asked the following as read by Dunham:

1. He would like all building to adhere to local and state building codes, especially that all footings would have to be located on virgin undisturbed soil. *Williams noted that a geo-technical study had been done, and that the building would have to adhere to all state and local building codes.*
2. Where does this development propose to construct and maintain a boat launch? *VanLiere indicated that it would be at the common area located at where Squall Creek passes River Rd.*
3. Will the construction of the infrastructure for the forced main sewer system in Phases I & II all be done at once, or will it be separate? *VanLiere referred back to the already mentioned building schedule.*
4. He would like to see an insurance bond on the maintenance of the sewer system. *Williams noted that they are prosing to the MDEQ a five year bond on the sewer system.*

Chairman Dunham asked:

1. How would the proposed plant accommodate a possible hook-up/tie-in to a future Village sewer system that utilize different treatment and/or flow techniques? *VanLiere noted that the tank and plant would be able to tie into a gravity fed system or a pressure system.*
2. Would the treatment site for the plant need any buildings and if those would be allowed in an LR1 district? *Williams noted that it would all sub-terrain and only a control box and valves be above ground.*
3. Could language be added by the developer that directed its members to also join the LIPOA? *Williams noted that was a legal question that would have to be discussed with the attorneys.*
4. Would the sludge at the treatment site be stirred or would it be a gravity-settling tank? And also what the sludge removal plans were for the treatment plant? *Williams noted that it would not be stirred and it would need to be emptied periodically to an off-site location.*

Commissioner Grey noted that most of his questions had been asked, but also asked:

1. Would the development have an association office building? *Williams noted that it would not, and that more than likely somebody's living room or garage would be used as their board so wished.*
2. He also noted that if the development's members were not in the LIPOA that they would have no say in the lake level or how it was chemically treated.

There were no further questions for the developers.

Motion made by Walker seconded by Torgerson to postpone for fact-finding until June 8<sup>th</sup>, 2004 and also have John J. Lynch review the submitted condo documents. YEAS: Grey, Thornhill, Torgerson, Walker and Dunham – NAYS: None – MOTION TO POSTPONE CARRIED

The Commission noted that areas it would like information on were the proposed Marina, plans for how the development proposed to eliminate unauthorized access to the boat launch, clarification on accessory building square footage and a possible reference to the Village's zoning requirements, and also Jack Lynch's review of the condo documents.

Public Comments and/or Questions

Dave Ochander (1106 Fairway) noted and asked:

1. The LIPOA owns the dam and maintains it, and would hope that the members of the development would contribute to that as they benefit from the upkeep and long-term safety of the dam.
2. How the boat launch would apply to the Village's funneling standards?
3. What the proposed relationship between the 1400 members of the LIPOA and the 55 members of WPCA would be?
4. And noted that since the LIPOA has the deed to the lake bottom an agreement of some nature would need to be formed with the two associations.

The Commission did not respond at that time to the comments but will take them into consideration as the review process continues.

With there being no further business the Planning Commission stood in adjournment at 9:05 PM.

Respectfully submitted,



Timothy R. Wolf  
Village Manager

Village of Lake Isabella  
Planning Commission  
1096 Queens Way  
Lake Isabella, MI, 48893

June 8<sup>th</sup>, 2004

Chairman Dunham called the meeting to order at 7:01 PM.

Members Present: Grey, Thornhill, Torgerson, Walker and Chairman Dunham  
Members Absent: Lobert and Hardenburgh

Motion made by Torgerson seconded by Walker to approve the agenda for the June 8<sup>th</sup> regular meeting.

Motion made by Walker seconded by Torgerson to approve the minutes of the May 11<sup>th</sup>, 2004 regular Planning Commission meeting.

Motion made by Torgerson seconded by Grey to approve the corrected minutes of the June 1<sup>st</sup>, 2004 special meeting.

#### Reports

1. Chairman Dunham gave a brief report on activities that him and Wolff had done on the LIDI/WPCA site plan.
2. Wolff gave the zoning report on permits and activities with the ZBA.
3. Grey gave the Council report highlighting recent events.

#### Old Business

1. The Planning Commission continued its review of the LIDI/WPCA site plan. A lengthy discussion ensued with Mike Williams and Louis VanLiere of Williams and Beck, and the members of the Commission reviewed the entire checklist of criteria that this site plan was reviewable on.

Motion made by Walker seconded by Grey to grant conditional approval to the LIDI/WPCA site plan based on the following conditions.

1. A permit from the MDEQ for the filling of the floodplain (3 copies to be submitted).
2. A permit form the MDEQ for the filling of wetlands if such is planned (3 copies to be submitted).
3. A permit from the MDEQ for the creation and operation of the proposed sewer system (3 copies to be submitted).
4. A permit from the MDEQ for the storm drains on the private roads (3 copies to be submitted).
5. A memo in regards to the wetlands study done by Day & Associates.
6. A permit from the Central Michigan District Health Department for wells and the OK for the 22 permits of the back-lot septic systems, including copies of the soil borings and other tests needed to obtain the permit (3 copies to be submitted).

7. A final draft of the condo documents approved by both attorneys with the added language offered in regards to LIPOA membership/relationship and LIPOA rules and restrictions, restrictions on access to the Boat Launch limiting it to only members of the WPCA, a clause limiting the marina to not more than 24 boat slips, and the notation on Village and County road standards.
8. A soil erosion permit from Isabella County for infrastructure work (3 copies to be submitted)
9. Final drawings of the site plan with the changes requested, including the changes offered for infiltration catch basins in the storm sewers, modification of the curbs to Village standards.

MOTION TO GRANT CONDITIONAL APPROVAL CARRIED UNANIMOUSLY

2. The Planning Commission received and reviewed a site plan submitted by Jim Shimunek to construct an office building on Coldwater road in the office service district.

Motion made by Walker seconded by Torgerson to grant conditional approval to the site plan on the condition that 3 copies of the permit from Isabella County on the curb cut are supplied to the Village Office.

MOTION TO GRANT CONDITIONAL APPROVAL CARRIED UNANIMOUSLY

3. The Planning Commission continued its discussion over the Master Plan survey. The Commission will be sending out a questionnaire to the Council, ZBA and Village employees asking for input on the survey. The Commission also will consider members to appoint to an Ad-Hoc Committee for the survey.

#### New Business

1. Wolff noted that a sign application had been submitted by Out-Of-Bounds Pizza Company and that it could not be approved. Wolff requested that the Planning Commission review the sign and then recommend in favor of a variance to grant the sign. The Planning Commission set a deadline for the introduction of the draft of changes to the sign provisions of the zoning for the July meeting.

Wolff noted that he would draft a memo and send to Out-Of-Bounds informing them that the sign request had been denied.

Public Comments were made by Frank Cooley and Mike Scherba.

With no further business the Planning Commission stood in adjournment at 11:03 PM.

Timothy R. Wolff  
Village Manager

Village of Lake Isabella  
Planning Commission  
1096 Queens Way  
Lake Isabella, MI, 48893

July 13<sup>th</sup>, 2004

Chairman Dunham called the meeting to order at 7:00 PM and the pledge of allegiance was recited.

**Members Present:** Grey, Hardenburgh, Lobert\*, Thornhill, Torgerson\*, Walker and Chairman Dunham \*(Cheryl Lobert arrived at 7:04, Bruce Torgerson arrived at 7:14 P.M.)

**Members Absent:** None

**Others:** Manager Wolff

Agenda Approval

Walker requested that under new business "High speed internet" be added as item #3. Motion made by Walker, seconded by Grey to approve the agenda as amended. ROLL CALL VOTE: YEAS: Grey, Hardenburgh, Lobert, Thornhill, Torgerson, Walker, and Dunham; NAYS: None. MOTION CARRIED

Approval of Minutes from the June 8<sup>th</sup> Meeting.

Motion made by Walker seconded by Grey to approve the corrected minutes of the June 8<sup>th</sup>, 2004 meeting.

Reports

Dunham had no information to present for a Chairman's report.

Wolff gave the manager's report. He reported on zoning and code enforcement matters.

Grey gave the Village Council report on the events of the June meeting.

Old Business

1. The Commission reviewed the submitted survey that the manager had drafted for the Master Plan. Several changes were made to the survey. Motion made by Walker, seconded by Grey to appoint members Hardenburgh and Thornhill to work with the Manager to finalize the survey before it being sent out, and to mail surveys to all property owners of record in the Village. VOICE VOTE: MOTION CARRIED

New Business

1. Wolff presented the Commission with 3 items that need to be address in an Ordinance. Those were revisions to the WS-Zoning, changes to the Sign Ordinance, and changes to the Site Plan review criteria. The Commission briefly went over the WS and Sign matters and directed them to be handled in the following manner. The Sign changes would be handled at the regular August meeting, the Commission would hold a Special Meeting on the 4<sup>th</sup> at 5:00 P.M. with food provided to begin the WS-zoning rewrite, and then readdress the matter in September at the earliest. Chairman Dunham pointed out the

request from the Village attorney to rewrite the WS-Zoning, and that he was eager to work with the LIPOA on the matter. He stressed that the way in which the WS-zoning rewrite would be handled would be done to protect the privacy element of the Lake to the fullest extent, and also be done to reflect the concerns of all property owners.

2. Wolff reported that the CMDHD had denied the septic permit request by Jim Shimunek for his office building in the OSD. He noted that the Council would be addressing the matter at the Council meeting in July and that the situation had to be resolved before the end of the week to ensure the project would go forward and that he and Dunham were working very hard to resolve the matter and ensure the construction would occur.
3. Walker briefly discussed the need for High speed internet, and the possibility of locating a tower on some of the vacant lots that the Village owns in Isabella North.

#### Public Comments and/or Questions

Frank Cooley of El Camino Grande briefly commented on the proposed changes to the WS and Sign Ordinance. He also commented on the CMDHD issue and Lot 150.

Laura Hardenburgh of Brinton commented on the WS-Zoning rewrite. Discussion ensued between her and the Commission on this matter where she addressed several concerns over the wording and intent of the rewrite.

#### Adjournment

With no further business the Planning Commission stood in adjournment at 10:20 PM.

Timothy R. Wolff  
Village Manager

Village of Lake Isabella  
Planning Commission  
1096 Queens Way  
Lake Isabella, MI, 48893

Special Meeting  
August 4<sup>th</sup>, 2004

Chairman Dunham called the meeting to order at 5:11 PM and the pledge of allegiance was recited.

**Members Present:** Grey, Hardenburgh, Thornhill, Torgerson, Walker and  
Chairman Dunham

**Members Absent:** Lobert

**Others:** Manager Wolff

Dunham gave an opening statement where he noted the history behind the Waterfront-Shoreline Zoning of the wording from Isabella County and Sherman Township. In May of 1998 when the Village was incorporated the Village quickly adopted the zoning ordinance and since then has been adjusting to our uniqueness and learning as the Village grows. Recent events of the past year has brought to light several issues with the WS-zoning and at the urging of the Village's legal counsel the Planning Commission has begun to address the issue of WS-zoning. Dunham stated that he and LIPOA President Dave Ochander have been discussing matters and feel there is a good working relationship between the different bodies. Dunham stated that he wanted to form a Liaison Committee between the Planning Commission and the LIPOA consisting of himself, Thornhill, Ochander and Steve Clark. Dunham further noted that he feels there is unanimous consensus on the Planning Commission to protect and maintain the privacy element of the Lake. He also stated that the language adopted would need to reflect our uniqueness and protect the things that the community holds valuable.

#### Old Business

1. The Planning Commission began its discussion over the WS-zoning rewrite. The Commission discussed many issues and cited numerous areas where work needed to be done on wording and definitions. Those were in summary: the definition of "lake;" "reservoir," "impoundment," and the footage overlay involved; what is the "high water mark;" riparian rights; what is defined as "vegetation;" setback requirements and structure definitions; seawall placement; diversion of water; funneling; docking; and other matters regarding erosion and land use.

The Planning Commission completed its initial review and decided that the earliest it would be addressed again would be at the September meeting. Several memos were distributed during the meeting; include one from Hardenburgh regarding lake ownership, access and riparian rights; and, one from LIPOA President Dave Ochander.

### Public Comments and/or Questions

Elmer Ledbetter of Red Fox Ct. commented on funneling, lot screening, and docking points in the WS-zoning rewrite.

Mike Scherba commented on high water level mark, setbacks, artificial beaches, and thanked the Planning Commission for the thorough work that they do, and the time that they give back to their community, he also gave a definition of the lake as an impoundment, and spoke to funneling rights, riparian rights, and LIPOA Parks and property values.

Laura Hardenburgh of Brinton commented on the language used in the WS-zoning as being “offensive,” lot screening, LIPOA Master Plan for their parks, and hoped that the Planning Commission and Village would address the issues surrounding this matter in the good-faith that they are claiming will do with the LIPOA.

Dave Ochander of Fairway commented on his willingness to work with the Village, that the LIPOA was also looking at long term issues and planning, that the Village attorney needs to be familiar with our uniqueness, and hoped to have discussion between the LIPOA and Planning Commission more often.

### Announcements

Manager Wolff noted that the proposed committee between the LIPOA and Planning Commission would have to adhere to the Open Meetings Act. Grey concurred with that statement and stressed that the Village needs to operate in a legal and open manner. Dunham noted that he would work on the idea on address it at a later time, all agreed that more communication between the bodies was good, and needed.

### Adjournment

With there being no further business before the Planning Commission Dunham adjourned the meeting at 9:07 P.M., and thanked everyone for the work and time contributed to the discussion that night.

Timothy R. Wolff  
Village Manager

Approved on August 10<sup>th</sup>, 2004

Village of Lake Isabella  
Planning Commission  
1096 Queens Way  
Lake Isabella, MI, 48893

Regular Meeting  
August 10<sup>th</sup>, 2004

Chairman Dunham called the meeting to order at 7:00 PM and the pledge of allegiance was recited.

**Members Present:** Grey, Hardenburgh, Lobert, Thornhill, Torgerson, Walker and Chairman Dunham

**Members Absent:** None

**Others:** Manager Wolff

Agenda Approval

Motion made by Walker, seconded by Hardenburgh to approve the agenda as presented. ROLL CALL VOTE: YEAS: Grey, Hardenburgh, Lobert, Thornhill, Torgerson, Walker, and Dunham; NAYS: None. MOTION CARRIED

Approval of Minutes from the July 13<sup>th</sup> and August 4<sup>th</sup> Meetings.

Hardenburgh questioned how descriptive the minutes should be. He asked that public comments from the August 4<sup>th</sup> meeting be corrected and added to in order to add clarity to the comments made. Motion made by Walker seconded by Hardenburgh to approve the minutes of the July 13<sup>th</sup> meeting as presented and the corrected minutes of the August 4<sup>th</sup>, 2004 meeting. VOICE VOTE: MOTION CARRIED

Reports

Dunham had no information to present for a Chairman's report.

Wolff gave the manager's report. He reported on CMDHD septic permits, the Master Plan Survey, High Speed Internet, the ZBA, and Whispering Pines.

Grey gave the Village Council report on the events of the July meeting.

Old Business

1. The Planning Commission began its discussion over the Sign Ordinance rewrite. The Commission discussed many issues and cited numerous areas where work needed to be done on wording and definitions. Those were in summary: square footage in residential, commercial and industrial, and office service districts, illumination, moving and flashing parts, number of signs per lot, words that needed definitions, and not allowing signs in a right of way.

New Business

There was no new business presented at the meeting.

Public Comments and/or Questions

There were no public comments or questions.

Announcements

There were no announcements.

Adjournment

With there being no further business before the Planning Commission Dunham adjourned the meeting at 9:47 P.M., and thanked everyone for the work and time contributed to the discussion that night.



1096 QueensWay  
Lake Isabella, MI, 48893  
989-644-8654  
lakeisabella@chartermi.net

## September 14<sup>th</sup>, 2004 Minutes

A regular meeting of the Lake Isabella Planning Commission was called to order at 7:05 P.M. by Vice-Chair Becky Thornhill and a roll call of members was taken.

Members Present: Grey, Hardenburgh, Thronhill, and Walker  
Members Absent: Dunham, Lobert and Torgerson

A motion was made by Walker, seconded by Hardenburgh, to excuse Dunham and Lobert for the meeting. VOICE VOTE: MOTION CARRIED

A motion was made by Grey, seconded by Walker, to approve the agenda as presented. VOICE VOTE: MOTION CARRIED

A motion was made by Hardenburgh, seconded by Walker, to approve the minutes of the August 10<sup>th</sup> regular meeting as presented. VOICE VOTE: MOTION CARRIED

### Reports

No Chairman's report was presented as Dunham was absent.

Manager Wolff gave a report on various issues regarding zoning, code enforcement, and Village business.

Grey gave the Council report and highlight several issues from recent Council meetings including the DEQ and the LIDI lawsuit.

### Existing Business

#### 1. Master Plan Survey

Wolff reported on the progress with the survey. He indicated that he needs volunteers from the Planning Commission to assist him in this process. Grey volunteered to help within the next month. Depending on the level of support he receives, Wolff hopes to have a rough tabulation completed by the end of the year.

Commissioner Torgerson arrived at 8:05 P.M.

#### 2. Sign Ordinance

The Commission continued its review of the sign ordinance re-write. The Commission discussed several areas that need work in their opinion. These include better wording on several of the definitions, several clauses in the general provisions,

and district regulations. The Commission agreed to discuss next month only the district provisions, and also request that the Manager generate a chart to help them in their discussion.

Public Comments/Questions

Elmer Ledbetter – Asked how neon lighting would be restricted with the wording regarding internal lighting for signs.

Frank Cooley – Asked what the projected timetable was for the development at Rolland and River Road. He also asked if the location for the high speed internet tower had been settled. He asked to have a meeting in October with the Manager to review these matters.

Mike Scherba – Asked if there had been any complaints regarding the sign at the Hub.

With there being no further business before the Planning Commission a motion was made by Grey, seconded by Hardenburgh, to adjourn at 8:50 P.M. VOICE VOTE: MOTION CARRIED



1096 Queens Way  
Lake Isabella, MI, 48893  
989-644-8654  
lakeisabella@chartermi.net

October 12<sup>th</sup>, 2004  
Regular Meeting Minutes

A regular meeting of the Lake Isabella Planning Commission was called to order at 7:04 P.M. Chairman Bill Dunham and a roll call of members was taken.

Members Present: Dunham, Grey, Hardenburgh, Lobert, Thornhill, Torgerson and Walker

Members Absent: None

The agenda was accepted as presented.

The minutes of the September 14<sup>th</sup>, 2004 meeting were approved as presented.

Reports

No Chairman's report was presented.

Manager Wolff gave a report on various issues regarding zoning, code enforcement, and Village business.

Grey gave the Council report and highlighted several issues from recent Council meetings including the Queens Way project, Ordinance 2004-03, Ordinance 2004-06 and the creation of a new committee.

Existing Business

1. Chart of Allowable Signs

As discussed last month the main item of business would be a discussion over the district regulations for signs. Manager Wolff presented a chart for the various zoning districts in the Village. The Commission discussed the provisions of each type of sign for each district. Dunham stated that he would work on language for Real Estate Open House signs to be included. The Commission will review a revised draft of the entire ordinance at the November meeting.

New Business

1. MML Workshop

Manager Wolff presented the Commission with an invitation for one member of the Commission to attend an up coming MML workshop. Dunham indicated that he would attend.

2. TSI Committee Appointment

Dunham nominated Thornhill to serve on the newly created TSI Committee, with Torgerson serving as the alternate member, mainly on issues of Public Safety. Motion made by Dunham, seconded by Walker to nominate Thornhill and Torgerson to the Council for appointment to the TSI Committee. VOICE VOTE: MOTION CARRIED UNANIMOUSLY

Public Comments/Questions

Mike Scherba – Commented on the passing of Frank Cooley. Each member of the Commission also made comments about the positive work Frank had done in the Village.

With there being no further business before the Planning Commission a motion was made by Grey, seconded by Hardenburgh, to adjourn at 9:09 P.M. VOICE VOTE: MOTION CARRIED



1096 Queens Way  
Lake Isabella, MI, 48893  
989-644-8654  
lakeisabella@charter.net

November 9<sup>th</sup>, 2004  
Regular Meeting Minutes

A regular meeting of the Lake Isabella Planning Commission was called to order at 7:05 P.M. Chairman Bill Dunham and a roll call of members was taken.

**Members Present:** Dunham, Grey, Hardenburgh, Lobert, Thornhill, and Walker  
**Members Absent:** Torgerson

Motion made by Walker, seconded by Thornhill, to excuse Torgerson for the November meeting. VOICE VOTE: MOTION CARRIED UNANIMOUSLY

The agenda was accepted with the addition of New Business number #2, letter form Hardenburgh.

The minutes of the October 12<sup>th</sup>, 2004 meeting were accepted as presented.

**Reports**

Dunham brought up the issue of the Village owned lots and asked to have the matter discussed at the December meeting.

Manager Wolff gave a report on various issues regarding zoning, code enforcement, the airport, and other Village business.

Grey gave the Council report and highlighted the events of the September Council meeting including Ordinance 2004-03.

**Existing Business**

1. Chart of Allowable Signs

The Planning Commission reviewed the draft of the Sign Ordinance and made minor changes and corrections. These included the addition of two definitions for ground signs and temporary signs, the deletion of redundant wording in the general regulations and also uniform requirements from the charts and the written regulations for each sign type.

2. Site Plan Review Account & WS Zoning

Tabled until the December meeting.

## **New Business**

### 1. Order of Business/Projects

The Planning indicated that the top priority will be the Master Plan, and the WS zoning should be tabled until the summer. Also set as a high priority will be the Village lots and reviewing their recommendation from 2001.

### 2. Letter from Hardenburgh

Commissioner Hardenburgh submitted a letter of resignation effective December 31<sup>st</sup>, 2004.

Motion made by Walker, seconded by Grey, to accept with regret and gratitude Hardenburgh's resignation. VOICE VOTE: MOTION CARRIED UNANIMOUSLY

## **Public Comments/Questions**

None

## **Adjournment**

With there being no further business before the Planning Commission the Commission stood in adjournment at 9:17 P.M.



1096 Queens Way  
Lake Isabella, MI, 48893  
989-644-8654  
lakeisabella@charter.net

December 14<sup>th</sup>, 2004  
Regular Meeting Minutes

A regular meeting of the Lake Isabella Planning Commission was called to order at 7:00 P.M. Chairman Bill Dunham and a roll call of members was taken.

**Members Present:** Dunham, Grey, Hardenburgh, Thornhill, Torgerson and Walker  
**Members Absent:** Lobert

Motion made by Hardenburgh, seconded by Walker, to excuse Lobert for the December meeting. VOICE VOTE: MOTION CARRIED UNANIMOUSLY

The agenda was accepted as presented.

The minutes of the November 9th, 2004 meeting were approved as presented.

**Reports**

Dunham commented on the Whispering Pines Development and their up coming meeting with the LIPOA.

Manager Wolff gave a report on various issues regarding zoning, code enforcement, and Village business.

Grey gave the Council report and highlighted the events of the November Council meeting such as the change in election dates and the review of the Financial Policies.

**Existing Business**

1. **Chart of Allowable Signs**

A draft of the sign ordinance was reviewed. Each section was read for errors and omissions.

Motion made by Walker, seconded by Hardenburgh, to set a Public Hearing for the January meeting for the Sign Ordinance

2. **Village Owned Lots**

The Planning Commission discussed the issue of the Village owned lots. Dunham suggested that the Village try to acquire lots 29, 176 ,270, 271, 274, 293, 298, 328, 329, 330, 333, and 335 of Isabella North. He also suggested that the Village not

acquire any lots South of El Camino Grande in Isabella North. Wolff recommended that the Village keep at least one lot in each of the plats that they currently own in, and to also keep as many of the corner lots as possible.

Dunham called for a Special Meeting to be held on December 30th, at 11:00 AM to discuss this matter more.

3. Master Plan Survey

Wolff highlighted the results from the first section of the survey, there were no surprises to the data presented.

**New Business**

NONE

**Public Comments/Questions**

Elmer Ledbetter - Commented on the Eyebrow on Bonanza that he has asked be vacated and asked that the process be reviewed.

With there being no further business before the Planning Commission the Commission stood in adjournment at 10:47 P.M.



1096 Queens Way  
Lake Isabella, MI, 48893  
989-644-8654  
lakeisabella@charter.net

December 30, 2004  
Special Meeting Minutes

A special meeting of the Lake Isabella Planning Commission was called to order at 11:00 A.M. by Chairman Bill Dunham and a roll call of the members was taken.

**Members Present:** Dunham, Grey, Hardenburgh, Walker, Torgerson, and Thornhill (arrived at 12:15 P.M.).

**Members Absent:** Lobert

**Existing Business**

1. Review of Village owned lots

The Planning Commission discussed possible locations for future expansion of the Village of Lake Isabella Offices. See below for pros and cons the Planning Commission wrote for each area. The Commission also spoke on the issue of a possible meeting to include Herman Otto who was on the original committee for Office Space.

**Current Location (LIPOA Office Building)**

<u>Pro's</u>	<u>Con's</u>
Community Perception (Staying together)	Owned by LIPOA
Closer to Population	Location to Storage Area and Campgrounds
Could be gifted	Not centralized
Security	Loss of property taxes
Location to Water and Boat Launch	Perception of "puppet organization"
Shared Needs & Resources	

**Airpark Location (Near Coldwater Rd. and Runway)**

<u>Pro's</u>	<u>Con's</u>
Access of Coldwater Rd.	Aesthetics
Acreage	Not centralized
Combined with Airport Building	Traffic congestion

**Isabella North (Off Drew Road)**

<u>Pro's</u>	<u>Con's</u>
Acreage and Land	Surrounded by Residential Area
Centralized location	El Camino Traffic
EMS access	Tax base reduction
Aesthetics	

**Public Comments/Questions**

None

**Adjournment**

With there, being no further business before the Planning Commission the Commission stood in adjournment a 1:20 P.M.