

Village of Lake Isabella
Planning Commission Minutes
Special Meeting – March 19, 2014

1010 Clubhouse Drive
Lake Isabella, MI, 48893

The Meeting was called to order at 5:50 PM by Planning Commission Chairman Dave McGrath and the pledge of allegiance was recited.

Members Present: Grey, Hiither, Laraway, & McGrath

Members Absent: Dunn, Schofield, & Wirtz

A motion was made by Grey, seconded by Laraway, to approve the minutes of the December meeting. VOICE VOTE: MOTION CARRIED 4-0-0.

Reports:

- Village Manager Wolff provided on funds spent so far this winter on snow removal and salt. He reported that the Village has spent about 108% of the budgeted funds for this winter.

Public Comments: None

Business:

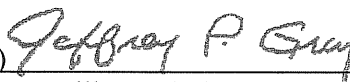
1. Webinar Training Session

The members present participated in a training session through MSU Extension on small scale renewable energy systems.

Public Comments: None

With no further business, the Planning Commission stood in adjournment at 8:12 PM.

x\ (Approved 2014-04-08)


Jeffrey P. Grey, Village Clerk

Village of Lake Isabella
Planning Commission Minutes
Regular Meeting – April 8, 2014

1010 Clubhouse Drive
Lake Isabella, MI, 48893

The Meeting was called to order at 7:00 PM by Planning Commission Chairman Dave McGrath and the pledge of allegiance was recited.

Members Present: Grey, Hiither, Schofield, & McGrath
Members Absent: Laraway
Members Excused: Dunn & Wirtz

The Agenda was accepted as presented without objection or modification.

A motion was made by Grey, seconded by Hiither, to approve the minutes of the March meeting.
VOICE VOTE: MOTION CARRIED 4-0-0.

Reports:

- Village Manager Wolff provided an update on the Dam Repair Project and proposed Special Assessment planned by Isabella County. He discussed that the Village Council is supportive of the updates being made to the dam through the project, but have directed him to address concerns over omissions in the required procedures under state law on how the project has progressed.

Public Hearings: None

Public Comments:

- Mike Scherba of Isabella Vista commented on his concerns regarding the dam repair project and the process used by the Drain Commissioner being in violation of state law.

Existing Business: None

New Business:

1. Use Designation

The Planning Commission was asked to assign a use that is not listed in the zoning code to a zoning district. Wolff reported that an inquiry has been made to locate a Fireworks Sales Tent in the Village this summer. He reported that in his opinion as the Zoning Administrator that this use is not listed in any of the districts. He identified two possible districts which have similar uses that this use could be possibility be compatible with.

He also stated that there were a few items identified by the Village's attorney which also will need to be addressed. For those items he is planning on requesting an interpretation by the Zoning Board of Appeals.

The members present discussed the proposed use and the compatibility with the Ag District and the East Coldwater Business District. Members discussed the need for any temporary use which would require permitting from the state in any manner to be treated as a special land use.

A motion was made by Schofield, seconded by Hiither, to postpone action on this item until the ZBA interprets the ordinance with respect to hard surfaced parking requirements

for a temporary use, whether a site plan is required for a temporary use, and also if the regulations for temporary structures apply in all districts, or only in residential districts.
 VOICE VOTE: MOTION CARRIED 4-0-0.

2. Permit Inspections

The Planning Commission discussed the number of inspections currently done as part of the zoning approval process. Wolff presented information from Michigan State University Extension which recommends a three-inspection system for zoning approvals. He noted that the Village currently only has 2 inspection points in the process.

Grey commented that he would like to see more inspections and follow-up authority to ensure required conditions are met when it comes to Site Plans. He specifically highlighted the problems that the Village has encountered with Isabella Pellet and the lack of completion that they have made on their Site Plan.

Wolff pointed out that it is within the scope of authority granted to the Planning Commission to require an annual or even semi-annual inspection for required conditions on any Site Plan that they approve.

Members of the Planning Commission stated that they felt going to a three-inspection process would be a good move and asked to have an ordinance drafted which would amend the zoning code to that extent.

3. Site Plan Review Training Exercise

The members participated in a training exercise where they reviewed and critiqued a mock site plan.

Public Comments: None

With no further business, the Planning Commission stood in adjournment at 8:45 PM.

x\ {Approved 2014-05-13}

Jeffrey P. Grey, Village Clerk

Village of Lake Isabella
Planning Commission Minutes
Regular Meeting – May 13, 2014

1010 Clubhouse Drive
Lake Isabella, MI, 48893

The Meeting was called to order at 7:00 PM by Planning Commission Chairman Dave McGrath and the pledge of allegiance was recited.

Members Present: Dunn, Grey, Hiither, Laraway, Schofield, & McGrath

Members Absent: None

The Agenda was accepted as presented without objection or modification.

A motion was made by Hiither, seconded by Grey, to approve the minutes of the April meeting.
VOICE VOTE: MOTION CARRIED 6-0-0.

Reports:

- Chairman McGrath did not have a report.
- Village Manager Wolff reported on two public safety contracts that will be considered by the Village Council at its meeting next week. He also discussed money received from the State of Michigan to help cover winter road maintenance. He discussed year to date permits and enforcement activity and the 2014 fireworks.
- McGrath gave the ZBA report and discussed the April meeting.
- Grey gave the Village Council report and discussed the April meeting and items of interest on the agenda for the May meeting.

Public Hearings: None

Public Comments: None

Existing Business:

1. Use Designation

The Planning Commission continued its review of designating a district for temporary and transit merchants and vendors.

The Planning Commission reviewed the minutes from the April ZBA meeting. There was discussion regarding the conclusions that the ZBA came to with respect to the various questions asked by the Planning commission.

The members discussed whether the hard surface parking requirements were applicable to all temporary uses. Wolff stated that it was district specific, meaning that that requirement was applicable in the Coldwater Business Districts, but not in the Agricultural District.

Members discussed their support to requiring bathroom facilities for all temporary uses. There was also discussion regarding the timeframe permitted currently in the zoning code for these uses.

A motion was made by Hiither, seconded by Schofield, to designate temporary and transient vendors as a permitted use in the East Coldwater Business District, unless said vendor is required to obtain a permit by the State of Michigan or Federal Government in

which case they would be designated as a special land use. VOICE VOTE: MOTION CARRIED 6-0-0

A proposed ordinance was introduced which would create section 1312.17 of the zoning code to authorize and regulate the issuance of Temporary Zoning Permits. A hearing was set for the June meeting.

2. Introduction of Zoning Permit Inspection Ordinance

A proposed ordinance to amend section 1312.05 of the zoning code was introduced and a public hearing set for the June meeting date. This proposed ordinance reflects the discussion from last month's meeting and would modify the number of inspections required during the zoning process.

New Business:

1. Proposed 2014 Capital Improvement Plan

The Planning Commission reviewed the draft of the Capital Improvement Plan submitted for review. There was discussion regarding the need to address the damage done to Queens Way due to the harsh winter. Wolff stated that funds have been allocated in the C.I.P. for this, but a final plan of action has yet to be finalized.

A motion was made by Dunn, seconded by Grey, to endorse the proposed Capital Improvement Plan for conformity with the adopted Master Plan. VOICE VOTE: MOTION CARRIED 6-0-0

2. 2014 Isabella County Delinquent Tax Foreclosures

The Planning Commission reviewed the properties slated for foreclosure this year by Isabella County. There was discussion regarding whether or not any of these lots had any identifiable public use. Wolff recommended that the Planning Commission identify Lake Isabella Golf Estates I, lot 139 as a parcel to acquire for public purpose. He discussed the need for the Village to limit residential development in the landing pattern for the airport.

A motion was made by Schofield, seconded by Grey, to recommend to the Village Council that the Village acquire Lake Isabella Golf Estates I, lot 139 for public purpose from the Isabella County Treasurer. VOICE VOTE: MOTION CARRIED 6-0-0.

3. 2014 Village Lot Sales

The Planning Commission reviewed the lots being considered for sale by the Village Council via Resolution 2014-03. There was discussion about whether any of these lots had any current or future public use.

After discussing the ability to monitor the lot sales more closely once work on trails plan begins, a motion was made by Hiither, seconded by Grey, to identify that none of the lots beginning considered by the Village Council for sale have any current or future public use and should be sold and returned to the tax roll. VOICE VOTE: MOTION CARRIED 6-0-0.

4. Acceptance of Resignation

A motion was made by Hiither, seconded by Dunn, to accept the resignation of Jim Wirtz from the Planning Commission with thanks for his service. VOICE VOTE: MOTION CARRIED 6-0-0.

Public Comments: None

With no further business, the Planning Commission stood in adjournment at 8:19 PM.

x\ {Approved 2014-07-29}

Jeffrey P. Grey, Village Clerk

Village of Lake Isabella
Planning Commission Minutes
Regular Meeting – July 29, 2014

1010 Clubhouse Drive
Lake Isabella, MI, 48893

The Meeting was called to order at 7:00 PM by Planning Commission Chairman Dave McGrath and the pledge of allegiance was recited.

Members Present: Dunn, Grey, Hiither, Laraway, & McGrath
Members Excused: Schofield

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

A motion was made by Grey, seconded by Laraway, to approve the minutes of the May meeting as presented. VOICE VOTE: MOTION CARRIED 5-0-0.

Reports:

- Chairman McGrath did not have a report.
- Village Manager Wolff reported on four new areas that will have No Parking regulations. He also discussed the Boaters Safety Class hosted by the Village, the natural gas project and digital cable projects that are going on this summer.
- There was no report from the ZBA.
- Grey gave the Village Council report and discussed business of the Council since the last Planning Commission meeting.

Public Hearings:

1. Public Hearing for Proposed Ordinance 2014-06

Chairman McGrath opened a public hearing for Proposed Ordinance 2014-06 at 7:13 PM.

Public Comments: None

The Planning Commission discussed submitting this draft and the draft for Proposed Ordinance 2014-07 to the business community for feedback.

Chairman McGrath closed the public hearing at 7:25 PM

Without objection, action on Proposed Ordinance was postponed until the next meeting in order to solicit additional feedback from the business community.

2. Public Hearing for Proposed Ordinance 2014-07

Chairman McGrath opened a public hearing for Proposed Ordinance 2014-07 at 7:27 PM.

Public Comments:

- Comments were offered to the Planning Commission by Mike Scherba of Isabella Vista.

The Planning Commission discussed whether or not portable toilets were acceptable for meeting the bathroom requirements of this ordinance.

Chairman McGrath closed the public hearing at 7:42 PM

Without objection, action on Proposed Ordinance was postponed until the next meeting in order to solicit additional feedback from the business community.

Public Comments:

- Comments were offered to the Planning Commission by Elmer Ledbetter of Red Fox Court.

Existing Business:

1. Proposed Ordinance 2014-03

The Planning Commission reviewed the updated draft of Proposed Ordinance 2014-03.

A motion was made by Hiither, seconded by Grey, to recommend the draft as presented to the Village Council for approval. VOICE VOTE: MOTION CARRIED 5-0-0.

New Business:

1. Election of Officers

A motion was made by Grey, seconded by Hiither, to retain the current slate of officers for the 2014-2015 year. VOICE VOTE: MOTION CARRIED 5-0-0.

Public Comments: None

With no further business, the Planning Commission stood in adjournment at 8:09 PM.

x\ {Approved 2014-09-09}

Jeffrey P. Grey, Village Clerk

Village of Lake Isabella
Planning Commission Minutes
Regular Meeting – September 9, 2014

1010 Clubhouse Drive
Lake Isabella, MI, 48893

The Meeting was called to order at 7:00 PM by Planning Commission Vice-Chairman Bob Laraway and the pledge of allegiance was recited.

Members Present: Dunn, Grey, Hiither, Schofield, & Laraway

Members Excused: McGrath

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

A motion was made by Laraway, seconded by Hiither, to approve the minutes of the July meeting as presented. VOICE VOTE: MOTION CARRIED 5-0-0.

Reports:

- Village Manager Wolff reported on the natural gas and cable television projects going on in the Village.
- There was no report from the ZBA.
- Grey gave the Village Council report and discussed business of the Council since the last Planning Commission meeting.
- Mike Scherba gave an update from the LIPOA, he discussed the planned drawdown for the 2014-2015 winter.

Public Hearings: None

Public Comments:

- Comments were offered to the Planning Commission by Mike Scherba of Isabella Vista.

Existing Business:

1. Proposed Ordinance 2014-06

The Planning Commission reviewed the draft of Proposed Ordinance 2014-06.

A motion was made by Schofield, seconded by Grey, to recommend the draft as presented to the Village Council for approval. VOICE VOTE: MOTION CARRIED 5-0-0.

2. Proposed Ordinance 2014-07

The Planning Commission reviewed the draft of Proposed Ordinance 2014-07.

There was discussion as to the merits of requiring hard surfaced parking for Temporary Vendors.

Without objection, action on this item was postponed until the following meeting to allow Village staff to obtain more information on parking requirements from other communities.

New Business:

1. Regulation of Storage Pods and Shipping Containers

At the request of the Village Council the Planning Commission reviewed the regulation of Temporary Structures. Specifically, the Planning Commission reviewed the regulation of Storage Pods and Shipping Containers in non-residential districts. After discussion staff was requested to continue to work on this issue with respect to both Temporary Structures and also with the regulation of storage lots.

Public Comments: None

With no further business, the Planning Commission stood in adjournment at 7:56 PM.

x\ [Approved 2014-10-14] _____
Jeffrey P. Grey, Village Clerk

Village of Lake Isabella
Planning Commission Minutes
Regular Meeting – October 14, 2014

1010 Clubhouse Drive
Lake Isabella, MI, 48893

The Meeting was called to order at 7:00 PM by Planning Commission Vice-Chairman Bob Laraway and the pledge of allegiance was recited.

Members Present: Dunn, Grey, Hiither, Schofield, & Laraway

Members Excused: McGrath

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

A motion was made by Dunn, seconded by Hiither, to approve the minutes of the September meeting as presented. VOICE VOTE: MOTION CARRIED 5-0-0.

Reports:

- Village Manager Wolff reported on the upcoming election, Charter's cable build-out, and the Village's donation to the Isabella County Dive Team.
- There was no report from the ZBA.
- Wolff gave the Village Council report and discussed business of the Council since the last Planning Commission meeting.

Public Hearings: None

Public Comments:

- Comments were offered to the Planning Commission by Mike Scherba of Isabella Vista.

Existing Business:

1. Proposed Ordinance 2014-07

The Planning Commission continued its review of the draft of Proposed Ordinance 2014-07. Several options were discussed with respect to how to regulate temporary vendors. Wolff was asked to incorporate the discussion into modifying the draft and presenting it at the next meeting of the Planning Commission.

2. Storage Pods & Shipping Containers

The Planning Commission continued its review and discussion of Storage Pods and Shipping Containers. They discussed various options with Al Davis of Coldwater Road. Mr. Davis owns a storage business and presently has 5 containers on his property. The Planning Commission asked Wolff to incorporate the items from its discussion into a modified draft to be reviewed at the next meeting.

New Business: None

Public Comments:

- Comments were offered to the Planning Commission by Mike Scherba of Isabella Vista.
- Comments were offered to the Planning Commission by Al Davis of Coldwater Road.

With no further business, the Planning Commission stood in adjournment at 8:26 PM.

x\ [Approved 2014-11-18]

Jeffrey P. Grey, Village Clerk

Village of Lake Isabella
Planning Commission Minutes
Regular Meeting – November 18, 2014

1010 Clubhouse Drive
Lake Isabella, MI, 48893

The Meeting was called to order at 7:00 PM by Planning Commission Chairman Dave McGrath and the pledge of allegiance was recited.

Members Present: Dunn, Grey, Hiither, Laraway, Tafreshi, & McGrath
Members Excused: Schofield

New Planning Commission member Farzad Tafreshi was welcomed to the board.

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

A motion was made by Dunn, seconded by Hiither, to approve the minutes of the October meeting as presented. VOICE VOTE: MOTION CARRIED 6-0-0.

Reports:

- Village Manager Wolff reported on the election results, Isabella Pellet converting their fuel source to natural gas, and snow plowing.
- Grey gave the Village Council report and discussed business of the Council since the last Planning Commission meeting.

Public Hearings: None

Public Comments: None

Existing Business:

1. Proposed Ordinance 2014-07; Temporary Vendors and Zoning Permits

The Planning Commission continued its review of the draft of Proposed Ordinance 2014-07. A few minor modifications were made to the wording of the draft.

The Planning Commission discussed if there was a need to include a regulation on the allowed hours of operation for a Temporary Vendor. After discussion, the Planning Commission felt that such regulation was not needed at the time and did not modify the draft to include a regulation of the hours of operation.

A motion was made by Laraway, seconded by Hiither, to recommend ordinance 2014-07 to the Village Council for adoption. VOICE VOTE: MOTION CARRIED 6-0-0.

2. Proposed Ordinance 2015-01; Temporary Structures

The Planning Commission continued its review and discussion of Storage Pods and Shipping Containers as part of its review of proposed Ordinance 2015-01. After discussion, a few minor wording changes were made to the draft.

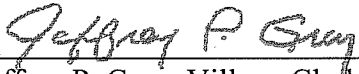
A public hearing was scheduled for the December 9, 2014 Planning Commission meeting without objection.

New Business: None

Public Comments:

- Comments were offered to the Planning Commission by Mike Scherba of Isabella Vista.

With no further business, the Planning Commission stood in adjournment at 8:20 PM.

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Jeffrey P. Grey, Village Clerk

The Meeting was called to order at 7:00 PM by Planning Commission Vice Chairman Robert Laraway and the pledge of allegiance was recited.

Members Present: Dunn, Grey, Hiither, Laraway, Tafreshi, & Schofield

Members Excused: McGrath

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

A motion was made by Dunn, seconded by Tafreshi, to approve the minutes of the November meeting as presented. VOICE VOTE: MOTION CARRIED 6-0-0.

Reports:

- Village Deputy Manager Manley reported on Manager Wolff's report.

Public Hearings:

1. Proposed Ordinance 2015-01: Temporary Structures

Laraway opened the Public Hearing at 7:03 PM.

Public Comments: None

Grey stated he liked the change to the barricade specifications.

Laraway Closed the Public Hearing at 7:08 PM.

A motion was made by Dunn, seconded by Hiither, to recommend ordinance 2015-01 to the Village Council for adoption. VOICE VOTE: MOTION CARRIED 6-0-0.

Public Comments: None

Existing Business: None

New Business: None

Announcements

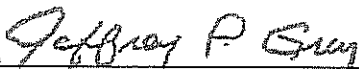
The planning commission members let it be known the meetings they will not be able to attend for the upcoming months, and asked to be excused as follows:

George Dunn:	January-April
Larry Hiither:	February
Farzad Tafreshi:	March-April

Public Comments:

- Comments were offered to the Planning Commission by Mike Scherba of Isabella Vista.

With no further business, the Planning Commission stood in adjournment at 7:12 PM.

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Jeffrey P. Grey, Village Clerk