

**Crystal Lake Township  
Planning Commission Regular Meeting  
Draft Minutes  
April 24, 2013 9:00 A.M.  
Crystal Lake Township Hall**

**Call To Order** 9:06 a.m.

**Roll Call of Officers:** Herd, Laarman, T. May, S. May, Dave Neiger (Staff)

**Excused:** Greg Wright

**Quorum present**

**Recognition of Visitors:** None

**Recognition of New Township Officials:** Brooke Trentham, Treasurer and Sue Sullivan. Clerk

**Motion to approve of Agenda with additions moved T.May sec. Herd, all ayes, motion passed.**

**Motion to approve Minutes of Special Meeting on April 17, 2013 moved S. May, sec. Herd all ayes, motion passed.**

**Correspondence:** Greg Wright (excused absence), Sharron May (committees), Monica Schultz (draft glossary) Sandy Gaier (Cornerstones, priorities, Medical Marihuana ordinance)

**Public Comment - none**

**Reports**

**a. Chair Report** – Jim Laarman reported that John Iacoangeli suggested that all of the townships collaborate on one Medical Marihuana Ordinance. He discussed attendance at outside meetings such as the Small Town and Rural Development Conference last week. Many Commissioners were not in town and others have jobs. Laarman feels that there is a competition among townships and that Crystal Lake Township has to work on repairing our image due to the recent resignations. Highlights of the conference included “Locavesting” by Amy Cortese. The whole theme was around Economic Development. Sharron May added that there are local investors in our area such as As Local As Possible [www.aslocalaspossible.com](http://www.aslocalaspossible.com), Blue Water Angels [www.bluewaterangels.com](http://www.bluewaterangels.com), and Northern Initiatives [www.northerninitiatives.com](http://www.northerninitiatives.com). She feels that there is a lot of talk about Smart Growth and what that looks like in urban areas but not much about what Rural Smart Growth looks like. Dave Neiger added that the County Open Space plan talks about it but mostly in terms of landscape and buffers. Laarman reported that there was a spokesperson for The Pure Michigan ad campaign that Laarman asked, “Did you prioritize the pureness?” Jim also attended two community presentations on Climate Change.

**b. Zoning Administrator Report** – Dave Neiger – We are up to 7 permits with new homes going up around Crystal Lake mostly. The RV Park may be coming in for an expansion (2<sup>nd</sup> phase). Final inspections need to happen. Herd questioned if Neiger has his bond on the landscaping. Dave will check. The consent judgment said that there would be a landscape architect development plan as required that has not been received. Laarman pointed out the hypocrisy of requiring landscape when the township building has none. Neiger suggested talking to Supervisor Ferris and the Capital Improvement Committee. Some other townships are breaking up the RP designation into four separate districts and winnowing out things that don't belong there. If you look at the density ring, RP 2.5 covers our area and the Urban services areas. We have to come to grips with allowable uses and how it interfaces with the residences nearby. The Urban Services District (USD) came out of a vision as to how growth would look. There are some technology issues that have to be solved before an USD can be created. You can anticipate small commercial services around them. There are states that don't allow anything but very rural outside of USD. We are more democratic. It is a struggle to see an USD build out.

**c. Lakes To Land Report** – Sharron May

There was a Leadership Team meeting on April 10, 2013. The next step in the process is to prepare for the Convention of Communities, which has been rescheduled from May until sometime in September. Instead, the townships are going to meeting for an "internal meeting" to compare notes and become more cohesive as a unit. Each community was asked to bring delegates from their township and their top 5 priorities – action items that were the "low hanging fruit" - the things that could be done in short order to convey a sense of progress and responsiveness. Dave Neiger added that these should be things that the Planning Commission has control over.

## **10. Old Business**

**a. Motion to request that the township board renew the Medical Marihuana Ordinance moved Laarman, sec. Hard, all ayes; motion passed.**

**Discussion:** Some townships are collaborating on an Ordinance. Until the Supreme Court makes a decision it was agreed that it would be more prudent and save on legal costs to renew the moratorium. A discussion followed about Frankfort's recent hearing. T. May referenced Neiger's email sent earlier this week. At one point in the discussion about zoning, in general, Dave Neiger noted that many times the Zoning is done after the Master Plan but he prefers that zoning work be done along with the Master Plan.

**b. Master Plan Review and Update**

**1. Glossary Update, Monica Schultz** (correspondence) – Monica Schultz submitted a first draft of the Glossary for the Master Plan and asked that Commissioners review for changes or additions.

**2. Discussion about 5 Delegates representing Crystal Lake Township at Lakes To Land Meeting** suggestions included members of the Township Board, Planning Commissioners, and Business Community. Commissioners will come up with their

own recommendations in each category. Refer to Lakes To Land April 10, 2013 minutes on the LakestoLand.org website.

**3. Discussion about Top 5 Priorities (Building Blocks) for Crystal Lake Township** – Each Planning Commissioner was asked to come up with a list of 5 top priorities for a meeting in May with other townships in the Lakes To Land Initiative. The purpose of that meeting will be to compare notes and become more cohesive with the other townships as a unit prior to the Convention of Communities.

At the Planning Commission Special Meeting of April 18, 2013, John Iacoangeli provided a prioritized list of the top 5 priorities from the Visioning Session:

1. Maintain rural character
2. Quality zoning
3. Better leadership cooperation and communication
4. Regulate blight, light, noise, and air
5. Maintain water quality

Jim Laarman questioned whether the Planning Commission should be limited to these priorities. He felt that the people who attended the Visioning Session were not representative of the whole community. Sharron May felt that the Planning Commission should not impose their personal priorities on the process. She felt that the citizens who did not attend would have a chance to give input during the public review process. It will be important for the Leadership Team and Planning Commission to actively solicit that input.

The priority of maintaining water quality was the most challenging in terms of being reasonable, achievable strategies that were within the control of the Planning Commission. Many other agencies have authority over water quality. Dave Neiger recommended the following guidebook as a reference.

[www.newdesignsforgrowth.com/pages/guidebook](http://www.newdesignsforgrowth.com/pages/guidebook). After much discussion, it was finally determined that actions that could be taken by the Planning Commission to maintain water quality included incorporating the recommendations of the above guidebook, updating the best management practices which have changed since the last master plan update; and becoming educated as a commission on site plan reviews.

After a very lengthy discussion, 5 Building Blocks were agreed upon. All 5 Building Blocks met the criteria of being reasonable, achievable strategies within the control of Planning Commission as well as honoring the priorities established at the Community Vision Session. These 5 priorities will be brought to the May Meeting between townships involved in the Lakes To Land Regional Initiative to begin looking for areas of potential collaboration and to begin identifying other potential stakeholders (agencies, non-profits, etc.) and funding mechanisms.

**Top 5 Priorities:**

**Cornerstone 1, Building Block 6**

Ensure that water quality and storm water MDEQ best management practices for Michigan Watersheds are incorporated into land use planning and zoning processes. [Reference - [http://www.michigan.gov/documents/deq/deq-wb-nps-Intro\\_250601\\_7.pdf](http://www.michigan.gov/documents/deq/deq-wb-nps-Intro_250601_7.pdf)]

**Cornerstone 4, Building Block 3**

Review and revise Article 10 of the Zoning Ordinance: Rural Preservation of the Crystal Lake Township Zoning Ordinance

**Cornerstone 7, Building Block 6**

Ordinances should be adopted and enforced to protect the health, safety and welfare of residents from nuisances such as blight, noise, air, smoke, light and water pollution

**Cornerstone 11, Building Block 8**

Improve communication and cooperation between Crystal Lake Township and its citizens and other local units of government.

**Cornerstone 9, Building Block 4**

New development in the Township shall be encouraged provided it is: a) in locations with public services adequate to meet its needs, b) environmentally friendly, c) consistent with the density, character, and development in the area, d) consistent with our Cornerstones, and e) consistent with this Plan and applicable county, state, and federal regulations.

[www.newdesignsforgrowth.com/pages/guidebook](http://www.newdesignsforgrowth.com/pages/guidebook)

**c. Discussion of Proxy Policy** – The Planning Commission supports the bylaws that say that members need to be present to vote.

**11. New Business**

**a. Crystal Lake Flooding** – Christy Anderson, Drain Commissioner opened up the Outlet and this resulted in some flooding of a house situated in the wetlands. Crystal Lake is above the legal level and Laarman wondered if the Planning Commission should be worried about water quality, septic issues, etc. After consulting with Dave Neiger, it was determined that the Planning Commission has no authority in that area. If a citizen comes to the township with a complaint, we should direct them to Drain Commissioner Christy Anderson, who has authority over the water levels.

**b. Discussion of Planning Commission Committees and Sub-Committees**

- Renewable/Alternative Energy
- Ordinance Drafting
- Community Character/Development
- Recreation/Trails/Eco-Tourism
- Grant Writing
- Land Use/Future Land Use
- Parliamentarian/Bylaws/
- Airport & Cemetery
- Building Improvement/Maintenance
- Agriculture
- Calendar
- Benzie County Coordinator/Reporter
- Ordinance Enforcement & Legal Issues

Education  
Pure Michigan Campaign  
Climate Change/FLOW  
Landscaping  
Transportation  
Economic Development

Jim Laarman compiled this list of committees that he found by researching other township committees. He asked the Planning Commissioners to choose a committee to be on that they could report on at meetings. Sharron May felt that as a new Planning Commission (PC) they are barely navigating basic tasks like posting meetings, agendas and minutes. She felt that the PC already has a full plate with trying to update the Master Plan and Zoning Ordinance, which would probably determine committees needed. Bill Herd pointed out that the Planning Commission had a schedule of 4 regular meetings per year, but we have already had three meetings this month. Many of the commissioners are actively involved with other groups.

Motion to table the rest of the agenda moved Herd, sec. S. May; all ayes; motion passed.

**12. Announcements- May 2, 9AM Airport Layout Plan will be discussed. The Water Festival is rescheduled for Friday, April 26.**

**13. Public Input - none**

**14. Motion to adjourn moved Laarman. Sec. Herd, all ayes; motion passed. Meeting adjourned at 12:30 p.m.**

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Next Meeting Date: TBA

Planning Commissioner Handouts: Agenda, Special Meeting Minutes of April 18, 2013.  
Planning Commission Work Session Notes April 16, 2013; Glossary from Monica Schultz.