

# Blue Lake Township

Kalkaska County, Michigan

## Minutes

Planning Board Regular Meeting

February 3, 2021 9:00 a.m.

7 Present

- I. Meeting Call to Order at 9:01 a.m. - Allen
- II. Pledge of Allegiance – Allen
- III. Roll Call of Members Present: Allen, Shaw, Gruley, Southwell, Sawasky, Bond, Peterson  
Also present: Shearer, Campbell
- IV. Adoption of Agenda – Allen  
Motion to adopt agenda was made by Allen and supported by Gruley, motion was carried.
- V. Declaration of Conflict of Interest – None
- VI. Minutes of last meeting - Peterson  
Motion to approve minutes of last meeting dated November 4, 2020 was made by Peterson and supported by Southwell, motion was carried.
- VII. Public Input  
Shearer requested a roll vote to be recorded for item #4 in section XI of the Agenda dated 2/3/2021
- VIII. Report of Township Board Representative to Planning Commission – Shaw  
The Township Board Secretary is looking into purchasing new software for updating ordinances in the master copy
- IX. Report of Planning Representative to the Zoning Board of Appeals – Sawasky  
Nothing to report.
- X. Old Business –
  1. Home Based Business proposed ordinance will be presented to the Township Board in their next meeting. All of the other ordinances proposed by the Planning Board were approved by the Township Board and published in the newspaper.
  2. The approved survey to the Township residents was mailed and responses are due to Secretary by 2/28/21
  3. The Planning Board discussed reviewing existing ordinances to insure that they are consistent with the new ordinances that have been adopted.
    - a. Articles I, II, V, VII, and VIII have been reviewed and do not need to be updated.
    - b. Articles III and IV will be reviewed at a later date
    - c. Article VI requires 2 updates
    - d. Article IX change his to his/her consistent throughout
    - e. Article X fix indention issues
  4. At the Township Board Meeting held 11/4/20, our Attorney stated that if anyone receives a complaint regarding a violation of our ordinances that they should instruct the person to inform our Zoning Administrator and then follow up with Kathy Campbell to inform her of the issue so she can investigate it. A complaint form is not required for Kathy to follow up, but is recommended if she is to report the outcome of the complaint.

**XI. New Business -**

1. Appoint a new Chairperson for the Planning Board – Allen quoted from the Planning Board By-Laws that an election for new officers will be held in May. Not everyone had a copy of the By-Laws so this will be discussed at the meeting in March.
2. A document from MDHHS for COVID-19 protocols was distributed to the Planning Board members.
3. All members of the Planning Board need to attend the MTA class “Township Guide to Planning & Zoning” and provide a copy of your certificate to Blair if they have not done so.
4. A request was submitted by the Beebe Family Trust to rezone a 15 acre parcel from Agricultural to Rural Residential. A roll vote was taken to determine if the Planning Board would move forward with the request. The request was unanimously approved in a vote of 7 – 0 as follows: Shaw (yes), Southwell (yes), Bond (yes), Allen (yes), Gruley (yes), Sawasky (yes), Peterson (yes). A special meeting will be held on 2/22/21 at 9:00 am to discuss and vote on the request.
5. Review ordinance on rental properties and determine if it needs to be updated. Campbell searched online and found 9 properties that are being offered as rentals that have not registered with the Township as required. They will be sent registration forms.
6. A search needs to be done for requirements within the State and County to determine requirements for our noise ordinance to see if it needs to be updated.

**XII. Public Input**

Shearer Thanked the Planning Board members for their efforts and input

**XIII. Planning Board Member Comments and Input**

None

**XIV. Set/Confirm Next Meeting Date**

Next meeting: Wednesday, March 3rd at 9:00 a.m. at the Township Hall.

**XV. Adjournment –**

Motion to adjourn at 10:44 a.m. was made by Shaw and supported by Gruley, motion was carried.

Respectfully Submitted by and Attested to:



Tina Peterson  
Planning Board Secretary