

# Blue Lake Township

Kalkaska County, Michigan

## Minutes

Planning Board Regular Meeting

November 4, 2020 9:00 a.m.

7 Present

- I. Meeting Call to Order at 9:00 a.m. - Allen
- II. Pledge of Allegiance – Allen
- III. Roll Call of Members Present: Allen, Shaw, Gruley, Southwell, Sawasky, Bond, Peterson  
Adoption of Agenda – Allen  
Motion to adopt agenda was made by Shaw and supported by Allen, motion was carried.
- IV. Declaration of Conflict of Interest – None
- V. Minutes of last meeting - Peterson  
Motion to approve minutes of last meeting dated October 6, 2020 was made by Shaw and supported by Southwell, motion was carried.
- VI. Public Input – None
- VII. Report of Township Board Representative to Planning Commission – Shaw  
The Township Attorney will be attending the Township Board meeting on 11/4/21 to provide input whether the Ordinance Complaint Form has to be provided for all complaints and if it has to require a signature.
- VIII. Report Planning Representative to the Zoning Board of Appeals – Sawasky  
Nothing to report. The Planning Board Secretary must attend ZBA meetings to record the minutes.
- IX. Old Business –
  1. Mary Shaw will request from Tracy Nichol a copy of the newspaper article which was published for the Ordinances which were updated and approved by the Township Board.
  2. The Resident Survey was reviewed and no updates were required. Motion to approve the Survey was made by Shaw and supported by Gruley. The Secretary will handle mailing the surveys by end of January, 2021.
  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, and VIII have been reviewed and do not need to be updated. Articles III and IV will be reviewed at a later date. Article VI required updates. Articles VII, IX, and X will be reviewed and discussed at the next meeting.
- X. New Business -
  1. Review the requirement for an inspection of septic tanks at point of sale to determine if it needs to be updated – This was not discussed.
  2. Once the Township Board approves the ordinances which were submitted by the Planning Commission, the Secretary will incorporate them into the official copy for publication.

3. A Complaint Form has been created for residents to report zoning violations. The Township Attorney will be attending the next Township Board meeting on 11/5/20 to discuss requirements of the form. Rhonda Allen will attend the meetings to discuss the following questions from the Planning Commission:
  - a. How are the ordinances to be enforced?
  - b. Why does the form require a signature?
  - c. Can a complaint be investigated without a Complaint Form?
4. The Planning Board meeting schedule for 2021 was determined as follows:
  - January 6, 2021 (Wednesday) 9:00 a.m.
  - February 3, 2021 (Wednesday) 9:00 a.m.
  - March 3, 2021 (Wednesday) 9:00 a.m.
  - April 17, 2021 (Saturday) 9:00 a.m.
  - May 5, 2021 (Wednesday) 9:00 a.m.
  - June 1, 2021 (Tuesday) 7:00 p.m.
  - August 7, 2021 (Saturday) 9:00 a.m.
  - September 1, 2021 (Wednesday) 9:00 a.m.
  - October 6, 2021 (Wednesday) 9:00 a.m.
  - November 3, 2021 (Wednesday) 9:00 a.m.
  - December 1 (Wednesday) 9:00 a.m.

- XI. Public Input  
None
- XII. Planning Board Member Comments and Input  
None
- XIII. Set/Confirm Next Meeting Date  
Next meeting: Wednesday, December 2nd at 9:00 a.m. at the Township Hall.
- XIV. Adjournment –  
Motion to adjourn at 10:54 a.m. was made by Allen and supported by Peterson, motion was carried.

These minutes are not official until approved by the Blue Lake Township Planning Commission at the next scheduled meeting.

Respectfully Submitted by:

Attested to:





Tina Peterson, Secretary  
Planning Board

Rhonda Allen, Planning Board