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**FIFE LAKE AREA  
PLANNING COMMISSION**

**MEETING  
DRAFT MINUTES  
JANUARY 29, 2019**

**Call to Order and Pledge of Allegiance**

**ROLL CALL:** Forest Area School Board-Chrissy Ingersoll, Linda Forwerck-Fife Lake Township Supervisor, Mary Kelly-Fife Lake Village Council, Pam Lawrence-Fife Lake Township Planner, Dawn Zimmerman-Fife Lake Township Board Trustee, David McGough-Fife Lake Village Council, Marcia Eby- Fife Lake Village Planner. All seven members Present.  
Quorum Established.  
Also Present Elise Craft, State Craft Staff and Deb Rodriguez, Fife Lake Township Zoning Administrator.

Eby made **Motion** to approve the Agenda, Zimmerman Seconded. All in Favor, **Motion Carried.**

First Citizen Comment -None

Conflict of Interest- None

Forwerck made **Motion** to close the Special Meeting, Eby Seconded. All in Favor, **Motion Carried.**

Lawrence made **Motion** to open the Public Hearing regarding a Special Use Permit for Fife Solar LLC. McGough Seconded. All in Favor, **Motion Carried.**

Fife Lake Township Zoning Administrator, Deb Rodriguez presented the site plan for Fife Solar, LLC requests approval of a Special Land Use Request for the installation of a solar farm. The parcel number for this site is: 04-009-004-23 located at the intersection of M-186 and M-113 in the Fife Lake Township. Notice published as well as notices send to parcels in the 300 feet area requirements zoned commercial.

Discussion:

**BOARD COMMENT**

See Agenda New Business, item 9. e, Fife Solar LLC Special Use Permit.

**CITIZEN COMMENT**

Brian Worgess of 7585 E.M 113. Mr. Worgess was there to listen and learn with no concerns.

**CORRESPONDENCE**

Tom Dittmer emailed a letter of inquires and would like to be provided with the Minutes from January 29, 2019 Special Meeting by Fife Lake Area (Joint) Planning Commission.

Mr. Dittmer commented ; Generally speaking he believes this is a positive for the township and this corner.

Kelly made **Motion** to Close the Public Hearing, Lawrence Seconded. All in Favor, **Motion Carried.**

Forwerck made **Motion** to re-open special meeting, Eby Seconded. All in Favor, **Motion Carried.**  
Special Meeting re-opened at 6:45 pm.

## **OLD BUSINESS N/A**

## **NEW BUSINESS**

Bylaws reference ordinance with model Village Planning Commission bylaws . Kelly made **Motion** to approve the Fife Lake Area (Joint) Planning Commission Bylaws, Lawrence Seconded. All in Favor, **Motion Carried.**

Election of Officers discussion on who is qualified to take these seats. Members who hold seats on Village or Township Boards cannot be appointed. Qualified members are; Marcia Eby, Pam Lawrence, Chrissy Ingersoll,

Forwerck made **Motion** to nominate as follows Marcia Eby -Chairperson, Pam Lawrence- Vice Chairperson, Chrissy Ingersoll- Secretary. McGough Seconded. All in Favor, **Motion Carried.**

Forwerck reported on the 2019 Budget. As long as budget permits, Forwerck proposed a recording secretary be utilized for transcribing the minutes as well as keeping them organized in a book. Draft minutes shall be distributed to Elise Craft and Chrissy Ingersoll for proofing and combining with meeting packet.

Forwerck made **Motion** to hire Leigh Gifford to be the Recording Secretary for the Fife Lake Area (Joint) Planning Commission, for fifty dollars per meeting. Zimmerman Seconded. Roll Call Vote Finds; Forwerck-Yes, Kelly-Yes, Lawrence-Yes, Zimmerman-Yes, Ingersoll-Yes, McGough-Yes, Eby-Yes. 7-Yes, 0-No. **Motion Carried.**

Kelly made **Motion** to accept the 2019 Budget as submitted, Lawrence Seconded. Roll Call Vote Finds; Kelly-Yes, Lawrence-Yes, Zimmerman-Yes, Ingersoll-Yes, McGough-Yes, Eby-Yes, Forwerck-Yes. 7-Yes, 0-No, **Motion Carried**

Elise presented 2019-2020 Work Plan. McGough made **Motion** to approve the 2019-2020 for the Fife Lake Area (Joint) Planning Commission, Ingersoll Seconded. All in Favor, **Motion Carried.**

Deb Rodriguez presented the application for Brownie Newman, Fife Solar LLC Special Use Permit. The 27 acre parcel of Solar Farm located at M-113 and M-186, will be fence protected with a fifteen foot building added. MDOT has purchased a right away. Construction will begin once Zoning Permit is issued. The Plan can be viewed at the Fife Lake Township Hall.

Lawrence made **Motion** to approve the Fife Solar LLC plan for a Special Use Permit, Zimmerman Seconded. Roll Call Vote Finds: Lawrence-Yes, Zimmerman-Yes, Ingersoll-Yes-McGough, Eby Forwerck, Kelly-Yes. 7-Yes, 0-No, **Motion Carried.**

Elise presented the Medical Marijuana Ordinance.

Discussion on Classes A, B, C located in the Light Industrial and Commercial areas. Applicants will meet with Zoning Administrator for a Special Use Permit a blue print will be required as indicated in requirements for Special Use Permits.

Primary Caregivers are discussed in the 2008 Medical Marijuana Ordinance addressing footage from residential areas, schools, church's and public parks. Forwerck would like to see footage changed to 500 feet in the Park area.

Further discussion on this will take place at February 12, 2019 meeting and Public Hearing February 26, 2019. The new effective date will be March 1, 2019.

Elise presented the Planned Development Amendments.

At this time the Team working on the Camp Pugsley=Planned Development are present.

Forwerck identified the property at Camp Pugsley Needing to be properly zoned. Suggest we start with introductions. As follows:

Linda Forwerck- Fife Lake Township Supervisor, one year term, Fife Lake Area (Joint) Planning Commission.

Mary Kelly- Member of the Village Council, Planning and Fife Lake Area (Joint) Planning Commissioner.

Pam Lawrence-Fife Lake Township Planning Commission, Now-Fife Lake Area (Joint) Planning Commissioner.

Dawn Zimmerman- Fife Lake Township Trustee and liaison for the Fife Lake Township Board, Planning Commissioner-Now Fife Lake Area (Joint) Planning Commissioner.

Chrissy Ingersoll- Forest Area School Board Treasurer. Background in realestate and Fife Lake Area (Joint) Planning Commissioner.

Dave McGough- Fife Lake Village President, and Fife Lake Area (Joint) Planning Commissioner including several other Boards he is committed to.

Marcia Eby- Fife Lake Village Planning Commission, Recording Secretary for Fife Lake Village Council and DDA. Fife Lake Area (Joint) Planning Commissioner.

Elise Craft- Professional Planner through StateCraft, Elise was hire by the Fife Lake Township and Village to create a Joint Planning Commission and Master Plan.

Deb Rodriguez- Fife Lake Township Zoning Administrator, enjoying her first year so far.

Brian Worgess-Fife Lake Township Resident

Chris Clark- Captain of the Grand Traverse County Sheriffs

Chris Forsyth- Deputy Captain for Grand Traverse County.

Andy Spruce- Team GI Engineer for North Bay.

Bo Tore- Kingsley Resident and North Bay Construction Engineer.

Andy Caldwell-represents the North Bay Development Team.

Marc McKellar- North Bay Attorney and part of the Development Team.

Jose Robi- represents the Development Team.

Over View; Development Team

North Bay-Developer

Land Bank, State of Michigan-Property Owner. Past Use- Camp Pugsley Prison.

Township- Zoning, Planning

Village- Zoning, Planning

County- Continued use of land, expansion, Grand Traverse County Sheriff Gun Range.

Elise Craft presented the time line to complete the future Planning including the Planned Development.

Four Step Time Line:

Development Agreement

Master Plan Ordinance Amendments scheduled for February 12, 2019.

Site Plan Approval per Public Hearing February 26, 2019.

Final Site Plan Approval

First the notice to Plan must be posted then the draft master plan, draft ordinance amendments. There is a forty two day wait period for responses from other Government entities and Public on the Draft Zoning Ordinance and Master Plan. Estimating a time line of April/May 2019 before Amendments take effect.

Discussion: Forwerck would like the time line to be considerate of North Bays Team.

North Bays Preliminary Site Plan should be on Elise Crafts desk by April 30, 2019. North Bay will work directly with Elise to reach the fasted route to completion.

Sheriffs Deputy Captain, Forsyth asked if a special use permit will be required for the Gun Range. They are working with a Grant to expand the Gun Range use for training as well as adding a storage building and classroom,

The Grounds are used thirty to forty times per year with other Police departments such as S.W.A.T. And State Police already.

The Grounds were never Zoned different from the prior use. The Planned Development Special Use will Umbrella over the entire property including the Gun Range.

Final Site Plan-

Bo Tore, Infrastructure specialist for North Bay, educated the Board about what they do.

An inside assembly of any blue print produced. They will need a variety of employees including Planners, Installers. Working with Temp Sites now.

Rail Road being south of the property place, possibly a spur or hub in the rail road to utilize them for shipping and possibly a Distribution Center for other companies to ship using the Rail Road.

Marc McKellar reported on the existing structures being utilized. Demolition may take place for other buildings in bad shape. The State may have some clean up to do for completion of the property sale.

Andy Caldwell added the well and water tower will be updated by North Bay. The water tower will make a nice water resource for the Fife Lake Fire Department.

**Reports-N/A**

**Citizen Comment – None**

**Commission Comment-**

Kelly appreciates positive efforts by Elise Craft.

Discussion on next meeting agenda consists of adding Training, purchasing a visual/audio at six 4

hundred dollars from Ron Loveland, for planning only, adding Township Short Term Rentals to Joint Master Plan, and the Village has opt of Medical and Recreational Marijuana. Signage for the The Village Parks and Rec.

Forwerck reported on MDOT's roundabout will be ready to start when the frost laws break. Three electric poles have been installed on the North East corner of M-186 and US-131 and State Street. There may be another meeting scheduled in March -TBD.

Kelly made **Motion** to Adjourn, Lawrence Seconded. All in Favor, **Motion Carried**.  
Fife Lake Area (Joint) Planning Commission adjourned at 8:26 pm.

January 29, 2019 Special Meeting Minutes Prepared by Leigh Gifford, Recording Secretary.