

Fife Lake Area Planning Commission

DRAFT Special Meeting Minutes

May 24, 2022

Fife Lake Township Hall, 134 Morgan Street, Fife Lake, MI 49633

1. Call to Order and 2. Pledge of Allegiance

The Meeting was called to order by Chairperson Marcia Eby at 6:30pm. The Commission recited the Pledge of Allegiance.

3. Roll Call

Present: Marcia Eby, Lisa Leedy, Shane Lewis, David McGough, Tom Rookus, Amanda Scott, Dawn Zimmerman

4. Agenda Modifications/Approval

Correction to change the heading from regular meeting to special meeting on the agenda.

Motion by Leedy to approve the agenda as amended, second by Lewis. Motion carried.

5. First Public Comment

None.

6. Declaration of Conflict of Interest

None.

7. New Business

a. Develop standard operating procedures, formalize delegation of responsibilities and duties, and develop a checklist for processes and procedure

Lisa Leedy has prepared notes for the commission (see **Attachments** below) with various topics for review. The commission reviewed each individually:

Overall corrections:

- Change to Fife Lake Area Planning Commission (remove Joint) throughout.
- Include both addresses for the Village of Fife Lake and Fife Lake Township
- Insert new email address – Amanda to setup fifelakeplanningcommission@gmail.com to be shared with Chair, Vice Chair, and Secretary to receive/send emails/comments and to store documents via Google drive.
- Link just one website – Amanda to get with Tessa to support her in linking the Village website to the Township website so that only one needs to be maintained and all information provided will be by the Commission
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1. Notice of Public Hearing sample template:

- a. Secretary's responsibility to post public hearings on the website, offices, and newspaper, when required.
- b. Discussion regarding the timeframe that comments should be accepted and if a specific time should be included.

- i. Consensus that the deadline for comments to be accepted will be the Thursday prior to the meeting at 2pm to ensure enough time for Village or Township to receive comments and submit to the Secretary/Recording Secretary for inclusion in the packet.
- ii. Commission agreed to create a FLAPC google account to receive written comments and store documents. Scott to create and share login information with Chair, Vice Chair, and Secretary and eventually share the drive and documents with all Commissioners.

2. Notice of Public Hearing to be mailed:

- a. Clerk's responsibility to send the notice to residents/landowners within 300 feet of proposal with addresses provided by the assessor.

3. Process for accepting and reviewing applications:

- a. Vice Chair will temporarily review applications received by the Village until another solution is identified and Bob/Township Zoning Administrator will review township applications.
- b. If a public hearing is required, the Vice Chair will bring applications before the FLAPC by submitting the review and application to the chairperson and the secretary for inclusion on the agenda and in the meeting packet.
- c. Typically, public hearings will be scheduled during regular FLAPC meetings. When public hearings must be scheduled outside of a regular meeting, the Vice Chair will work with the Chairperson to schedule a public hearing.
- d. The Secretary or their designee, with help of commission, develops public notice.
- e. Secretary or their designee provides the public notice to the Township Clerk for township related issues and to the Village Clerk for village issues, to be decided by the commission.
- f. The Clerk contacts assessor for list of property owners within 300 feet that are formatted for a set of labels.
- g. Clerk sends notice to property owners within 300 feet not less than 15 days before the meeting.

4. Steps for Zoning Ordinance Amendment or Special Use Permit:

- a. Full summary and checklist. Reviewed each line and assigned each step
- b. Remove county planning commission references
- c. Lisa will develop similar checklists for other topics that are brought before the commission
- d. Consensus that after any amendment is approved, the commission receive the final amendment/change via email from the Village or Township to the commission gmail account to be placed on the website, updated in zoning ordinances, and other relevant places.

5. Steps for Plan Review

- a. Commission reviewed sample provided. Leedy.

Scott offered to make needed formatting changes if desired, and to make changes/updates to the sample documents regarding Special Meeting, Public Hearing, and Annual Meeting Notices. Leedy agreed and will update the remainder of the documents and email to the Commission.

Commission expressed huge thanks to Leedy for preparing samples for the Commission to review.

Scott moved to table the agenda item until next regular meeting to allow time for corrections and updates. Second by McGough. Motion approved.

8. Reports of Officers, Boards, and Committees

None.

9. Chairperson's Comments

None.

10. Commissioner Comments

None.

11. Second Public Comment

Mary Ellen Dilley expressed gratitude to Commissioners for serving on the commission.

12. Adjournment

Motion to adjourn by Zimmerman at 8:15pm.