

**Laketon Township Planning Commission**  
**November 8, 2023 Regular Meeting & Public Hearing Minutes – APPROVED**

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**CALL TO ORDER:** Chairperson Bob Marine called the meeting to order at 6:02 pm

**PLEDGE OF ALLEGIANCE:**

**ROLL CALL:**

- Present: Eric Anderson, Dave Mieras, Chris Simpson, Paul Hoppa, Suzanne Hayes and Bob Marine.
- Absent: June Earhart.
- Also present: Zoning Administrator Heidi Tice, Recording Secretary Veronica West and one citizen.

**APPROVAL OF AGENDA:** Eric Anderson moved to approve the agenda as presented. Paul Hoppa supported the motion and the motion carried by voice vote.

**APPROVAL OF MINUTES:** Suzanne Hayes moved to approve the minutes of 9/13/2023 as presented. Eric Anderson supported the motion. The motion carried by voice vote.

**PUBLIC COMMENTS ON AGENDA ITEMS ONLY:**     **NONE**

**Regular Meeting Recessed at 6:03 pm to conduct the public hearing**

**PUBLIC HEARING:**

**1. Parks & Recreation Plan**

- OPEN: Chris Simpson moved to open the public hearing for public comment on the Parks & Recreation Plan. Suzanne Hayes supported the motion and the motion carried by voice vote. Public comment opened at 6:04 pm.
- PUBLICATION: PC Secretary Dave Mieras read aloud the entire publication for the public hearing on the proposed Parks & Recreation Plan, the proposed Parks & Recreation Capital Improvement Plan (CIP) and the proposed/draft Zoning Map.
- STAFF REPORT: ZA H. Tice provided a summary of her staff report, noting that the township board and Supervisor K. Arter asked for a few language changes for clarification purposes that did not affect any intent or content, those changes are in RED in the draft document. She further noted the publication was in the Muskegon Chronicle on Sunday October 1<sup>st</sup>, 2023 and she sent out notifications and the draft document to neighboring communities, including townships, cities, Muskegon County and regional planning agencies as required by state law. She also noted that no comments of any kind were received on the plan from any of those entities or from the general public.
- PUBLIC COMMENT: None.
- CLOSE: Dave Mieras moved to close the public comment portion of the public hearing. Eric Anderson supported the motion and the motion carried by voice vote. Public comment closed at 6:11 pm.
- DELIBERATION/DECISION: Suzanne Hayes pointed out some labeling corrections to be made to the Appendices. ZA H. Tice noted that the Parks and Recreation Plan review and update procedures require a resolution to send this proposed plan to the Township Board for final approval. PC Secretary Dave Mieras read the resolution aloud and Suzanne Hayes moved to approve the resolution and send the Parks and Recreation Plan on the Township Board. Eric Anderson supported the motion. A Roll Call vote was taken. Yeas: Paul Hoppa, Eric Anderson, Suzanne Hayes, Chris Simpson, Dave Mieras and Bob Marine. Nays: None. Absent: June Earhart. The motion carried.

**2. Parks & Recreation Capital Improvement Plan (CIP)**

- OPEN: Dave Mieras moved to open the public hearing for public comment on the CIP. Chris Simpson supported the motion. The motion carried. Public comment opened at 6:20 pm
- STAFF REPORT: ZA H. Tice gave brief review of the CIP and noted one update, noted in red, on the draft CIP document – that the cost of the Scenic Drive Initiative has increased to a cost of \$9 million.
- PUBLIC COMMENT: None.
- CLOSE: Paul Hoppa moved to close the public comment portion of the public hearing. Eric Anderson supported the motion and the motion carried by voice vote. Public comment closed at 6:22 pm.

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- **DELIBERATION/DECISION:** It was again commented to make sure the CIP is given the correct Appendix label (it should be Appendix C). Dave Mieras also asked about a funding source listed as “MDNA Trust Fund Grant”, which is a typographical error that should read “MDNR Trust Fund Grant”. Suzanne Hayes moved to recommend approval of the Parks and Recreation Capital Improvement Plan to the Laketon Township Board, with the typographical error discussed, corrected. Eric Anderson supported the motion. A Roll Call vote was taken: Yeas: Chris Simpson, Dave Mieras, Suzanne Hayes, Paul Hoppa, Eric Anderson and Bob Marine. Nays: None. The motion carried.

**3. Draft Zoning Map**

- **OPEN:** Paul Hoppa moved to open the public hearing for public comment on the Draft Zoning Map. Suzanne Hayes supported the motion. The motion carried. Public comment opened at 6:25 pm.
- **STAFF REPORT:** ZA H. Tice summarized, noting the draft zoning map was sent out electronically, to the required entities, as an attachment which would allow people viewing it to zoom in for clarity. She also noted the following updates/corrections/changes: removing expired PUD developments that were never constructed, added new mixed use corridor on Witham Rd, had overlays for critical dune areas and water hazard areas added.
- **PUBLIC COMMENT:** None.
- **CLOSE:** Eric Anderson moved to close the public comment portion of the public hearing. Suzanne Hayes supported the motion and the motion carried by voice vote. Public comment closed at 6:28 pm.
- **DELIBERATION/DECISION:** Eric Anderson moved to recommend adoption of the draft zoning map, as presented, to the Laketon Township Board. Paul Hoppa commented that the map in his packet was not the same as the one on the board, it was found that the map in the PC members packet of information was somehow misprinted and only contained a portion of the map. ZA H. Tice has the full size draft zoning map on the bulletin board and that is the map to be sent to the Township Board of Trustees. Suzanne Hayes supported the motion. The motion carried by voice vote.

ZA H. Tice explained the process moving forward is for the Laketon Township Board to address and hopefully approve these items at their board meeting next week. She added that the zoning map, once given their approval, will go to Muskegon County GIS for them to add to their system and she hopes to get a large format map, have it laminated, and hung on the wall in the Township Hall.

**Regular Meeting Reconvened at 6:30 pm**

**CORRESPONDENCE:**

- **Monthly Permit Report:** ZA H. Tice commented on the increasing permit activity, another new duplex building (2 units) in the Bloomfield Acres development, leaving only 7 more buildings (14 units) to be built to complete the PUD development, also noted several new single family dwellings along Bear Lake Road; more new dwelling unit permits issued this year than in recent years.

**NEW BUSINESS:**       **NONE**

**UNFINISHED BUSINESS:**

- **Park & Rec Time Line** – ZA H. Tice reported that even with the cancellation of the October Planning Commission meeting due to that date not being able to meet publication timeline for the public hearing that we are still on track to have the plan approved in January 2024, a month earlier than the February 2024 deadline. She reminded that having the plan approved and submitted to the Michigan DNR puts the township in a position to be eligible to apply for DNR/State of Michigan grant funding.

**PUBLIC COMMENTS:**       **NONE**

- ZA H. Tice reported that she checked into the liability insurance question posed at the last meeting, the township does carry liability insurance and mandatory training is one of the requirements of the insurance and that is why it is included in the PC and ZBA by-laws.
- Paul Hoppa – advised the members he will be absent from the regular monthly meeting in December. ZA H. Tice commented that she doesn't have any business for the agenda at this time. Suzanne Hayes

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moved to cancel the 12/13/2023 Planning Commission Meeting due to a lack of business to attend to. Eric Anderson supported the motion. The motion carried by voice vote.

**BOARD REPORTS:**

- **Board of Trustees – Eric Anderson** – reported to the PC that the spark grant the township applied for (for bike path extension on Dykstra Rd) was not chosen. He added that if it had been chosen, the board would have used ARPA (American Rescue Plan Act) funds for their matching funds. Since it wasn't, the discussion is to use the ARPA funds for a scaled down version of the pickleball court project that was also not awarded grant funds that were applied for. He also noted the ARPA funds have mandated deadlines and must be pledged for approved, shovel ready projects by sometime in 2024. He also commented on the Scenic Drive Initiative, noting it was originally conceptualized to be along the shoulder of the road, but is now being planned as a separate bike path off the road, which increased the cost by quite a bit. He added that there is some interest of the State Park to extend paths into the state park from Scenic Drive as well.
- **Zoning Board of Appeals – Suzanne Hayes** - No activity to report.

**ADJOURNMENT:**

- Chris Simpson moved to adjourn. Suzanne Hayes supported the motion. The motion carried and the adjournment occurred at 6:50 pm.

Respectfully Submitted:

Veronica West  
Recording Secretary