

**Lake Charter Township Planning Commission Meeting
January 3, 2022**

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Chairman William Geukes called the meeting to order at 7:00 p.m.

ROLL CALL

Board members present were: William Geukes, Megan Bowen, Christin Rice, and Mike Essig

Absent: None

Zoning Administrator – Richard Kubsch

3 Guests attended

APPROVAL OF AGENDA

Motion to approve the agenda was made by: Christin Rice; seconded by: Mike Essig; all ayes, motion carried.

TOWNSHIP BOARD REPORT – reported by: Mike Essig:

1. The water main repair/replacement on Gast and Lemon Creek Roads has been diverted to the main on Baldwin and Snow Roads and remains at the same cost. Change was made since the Baldwin and Snow main is critical for repair.
2. The Township Board petitioned the Drain Commission to clean Bridgman Drain #061
3. A 4% Cost of living increase was passed for all Township employees and elected officials.

APPEALS BOARD REPORT – reported by: Mike Essig

1. ZBA will meet on January 13, 2022.

APPROVAL OF MINUTES

Motion to table the approval of the December 6, 2021 minutes made by Christin Rice and was withdrawn after copies of the minutes were provided for approval

Motion to approve the December 6, 2021 minutes was made by: Mike Essig, seconded by: Megan Bowen; all ayes, motion carried.

AUDIENCE PARTICIPATION – Non-agenda

Opened: 7:09 p.m.

Trustee John Wilk wished the members a Happy New Year.

Closed: 7:10 p.m.

Chairman William Geukes thanked the members for attending the meeting and read the Lake Charter Township Planning Commission Policy for Conducting Business as so stated on the back of the agenda.

OLD BUSINESS

1. None

NEW BUSINESS

1. Site Plan Review – Biggby Coffee

- a. Elliott and Stacey Davis presented a site plan on parcel 11-11-0125-0025-01-7. They presented drawings for the Planning Commission review indicating the 10' easement.
- b. Discussed if any Indoor dining options would be included
- c. Chairman William Geukes asked if they had received any resistance from any of the other business owners nearby.
- d. Motion to Approve

I, Mike Essig, as an appointed member of the Planning Commission for Lake Charter Township make a motion to approve the permitted use site plan application and drawing, to allow Elliott and Stacey Davis to erect a new building on parcel 11-11-0125-0025-01-7 located at 10500 Red Arrow Hwy to operate a Biggby coffee store. A motion to approve for these reasons listed below and based on the Lake Charter Township Master Plan for the C-1 District and Zoning Ordinance of 2011, its amendments and specifically; Chapter 17 Site Plan Review.

1. The applicant has completed the application and paid all fees.
2. The applicant has provided written statements and site plan.
3. The applicant has answered and met each request and response from the Review Criteria for a Permitted Use. The Planning Commission in reviewing the responses, but the applicant, and Chapter 17 [Site Plan Review] of the Lake charter Township Zoning Ordinance of 2011, has concluded that the applicant has adequately answered the questions stated in that section.
4. With these conditions:
 - o An easement of 10' (ten feet) starting at the right-of-way line and projecting into the property frontage shall be granted to Lake Charter Township and recorded with the Berrien County Records
 - o Approval of the Berrien County Drain Commission

Seconded by: Christin Rice; all ayes, motion carried.

2. Yearend report – Draft

- a. Motion to forward the yearend report, as presented by Zoning Administrator Rich Kubsch, to the Township Board was made by Christin Rice, Seconded by Mike Essig; all ayes, motion carried.

3. Master Plan – Start up

- a. Zoning Administrator Rich Kubsch explained to the members the next step in moving forward with the Master Plan is a recommendation from Williams and Works to start with forming a committee to review the areas in the township in regards to possible rezoning.
- b. Discussed process of review and rezoning.
- c. Discussed concerns on spot zoning.
- d. Williams and Works will begin work on the front approach of the Master Plan based on census data and community demographics.
- e. Discussed holding public forums
- f. Megan Bowen asked Rich Kubsch to provide a time line of the Master Plan Process.
- g. Members of the committee will be Chairman William Geukes and Megan Bowen.

4. Election – officers

a. Motion was made by: Christin Rice, seconded by: Mike Essig to appoint the following officers:

- William Geukes – Chairman
- Megan Bowen – Vice-Chair
- Christin Rice – Secretary
- Mike Essig – Member – Township Liaison

All ayes, motion carried.

Zoning Administrator Report

Richard Kubsch reported on the following:

1. No information was provided to Rich Kubsch for an introduction to a permitted use.
2. Clean up of the property located next to the Township Hall has begun
3. Discussed the States rules for Airbnb's.
4. Rich Kubsch stated that he has submitted an article for the Community Buzz highlighting the duties of the Planning Commission for the community's information.
5. The park survey taken late in fall has produced enough interest from the community to keep the Township Park open during the winter for winter activities like cross country skiing, and even winter disc golf etc. Also, there were many recommendations, from the community, to upgrade the parks pavilions in compliance to ADA guidelines.

Audience Comments

Opened: 8:05 p.m.

Township Trustee John Wilk thanked the Planning Commission members for their service this year.

Closed at 8:06 p.m.

ADJOURN

Motion to Adjourn was made by: Mike Essig, seconded by: Megan Bowen at 8:08 p.m.

Next meeting January 3, 2022 at 7:00 p.m.

Christin Rice - Secretary

Date