

**Lake Charter Township Planning Commission Meeting
January 6, 2020**

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

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

ROLL CALL

Board members present were: Christin Rice, Haley Coulter, Chairman Bill Geukes, Nancy Mensinger, and John Dzienis

Zoning Administrator - Jim Gast
Township Board Member – John Wilk

APPROVAL OF MINUTES

Motion to approve the December 2, 2019 minutes was made by: Haley Coulter; seconded by: John Dzienis; all ayes, motion carried.

APPROVAL OF AGENDA

Motion to approve the agenda adding election of officers under New Business, was made by: Christin Rice; seconded by: Haley Coulter; all ayes, motion carried.

TOWNSHIP BOARD REPORT – Nancy Mensinger:

1. Approved the 2020 budget; revenue is 4.5 mil and the largest item on the budget is capital improvements for the water plant.
2. Approved a resolution to amend the 2019 budget for the Public Safety Building for an increase of \$9,000 to cover the unbudgeted expenses for the new electronic keying system and some heating and cooling repairs.
3. Approved a \$50.00 holiday bonus to township employees, this includes Fire, Police and all full-time employees.
4. Approved the trash removal contract with Republic Services through March 31, 2023.
5. Approved an amendment to the personnel policy. The office will be closed on Good Friday. Employees have to use a personal day or vacation to cover the hours, since the township does not recognize Presidents Day, Martin Luther King Day or Columbus day. Adding Good Friday as a paid holiday would be good and falls in line with the Berrien County offices also being closed on those days.
6. Approved the pest control contract for the Township Buildings (the Hall, Public Safety, Medic-1, and Water Plant buildings). In the past, Orkin was used for several years without a contract. Quotes were collected and Arrow Pest Control come in at 30% less than the others with a good control program.
7. House Bill 4209 has new requirements for tax payment collections. The bill allows the Township Treasurer to designate employees to receive tax payments on their behalf. Jamie Smith (Deputy Treasurer), Sandra Dina (Administrative Assistant) and Tracy Dettman (Water/Sewer Clerk) were appointed.
8. Resolution for a 3% compensation increase to all elected officials:
 - a. Supervisor at \$61,402.25 annually
 - b. Treasurer and Clerk at \$51,851.05 annually
 - c. Trustee's at \$7,677.36 annually

ZBA REPORT – Nancy Mensinger

The next meeting will be held on January 9, 2020.

Chairman Bill Geukes welcomed the public to the meeting.

OLD BUSINESS

1. Public Hearing to recommend to Lake Charter Township Board a zoning amendment:
 - a. Add to the R-1 Single-Family, R-2 Multi-Family and the R-AG Residential-Agricultural District an amendment which would allow for a second temporary home to be placed on the property occupied by the owner for medical and elderly hardship conditions.
 - b. Public comments opened at 7:07 p.m. There were not public comments. Closed at 7:07 p.m.
 - c. Discussion Members:

Zoning Administrator Jim Gas discussed specifying who lives in the dwelling and who lives in the temporary housing. Discussed the possible types of house to be placed on the property and the sizes allowed. Discussed not allowing RV's or travel trailers to be used a temporary housing. Also discussed whether to make this an approved use or a special land use request. Set-backs must be met in all cases and must allow for at least 10' between the housing units. And possibly adding a requirement of medical documentation and diagnosis requirements from a Medical Physician.

Christin Rice asked about the number of possible request the Planning Commission could expect from this amendment.

John Dzienis asked about the set-back requirements.

Hayley Coulter asked about minimum

William Geukes discussed removing the age descriptions to be less specific since ailments can affect us at different ages

Nancy Mensinger discussed the length of time a person could be ailing, and the amount of time allowed after the status of the ailing family member ends either by death or by moving out of the Township, or into a medical facility etc. that the temporary housing unit would be removed. Previously it was 6 months.

All members decided that more information was needed to determine the specifics of the amendment. More discussion will be held at the February meeting.

NEW BUSINESS

1. Election of officers

- a. Motion was made by Christin Rice; seconded by Hayley Coulter to keep the slate of officers as they currently are due to the fact that John Dzienis cannot hold an office on the Planning Commission since he is a Bridgman City Resident; Nancy Mensinger cannot hold an office since she is the Township Board Liaison; the chair and vice-chair positions would have to be decided on between William Geukes and Hayley Coulter, since the Township Board has requested that Christin remain as secretary.
 - Chairman – William Geukes
 - Vice Chair – Hayley Coulter
 - Secretary – Christin Rice
 - Township Liaison – Nancy Mensinger
 - Member – John Dzienis

All ayes; motion carried.

Update on any ordinance issues by Jim Gast

Discussion on the Medical & Elderly hardship conditions amendment.

Public Comment – opened at 7:43 p.m.

John Wilk agreed with the members on not including age restrictions to the amendment.

Closed at 7:44 p.m.

REVIEW ITEMS FOR January 6, 2019 MEETING

ADJOURN

Motion to Adjourn was made by Christin Rice, seconded by Hayley Coulter at 7:46 p.m.

Respectfully submitted by:

Christin Rice - Secretary

Date