

# Victor Township Planning Commission Meeting

Regular Meeting: Thursday, February 8, 2018

Victor Township Hall, Laingsburg, Michigan

## Meeting Minutes

FINAL

Approval Date: March 8, 2018

<b>Agenda Item</b>	
Call to Order	Ms. Sayles-called the meeting to order at 7:00 pm.
Roll Call of Members	Present: Ms. Ashley, Mr. Saller, Ms. Fickes, Ms. Sayles, and Ms. Townsend. Absent: Mr. Dutcher.
Public Comment	Ted Asley was present but he did not have a comment.
Agenda	Ms. Sayles requested to add the variance that was recently sent to her to the agenda. A motion was made by Mr. Saller and seconded by Ms. Fickes to approve the revised agenda. Motion passed unanimously with no objections.
Minutes	A motion was made by Mr. Fickes and seconded by Ms. Sayles to approve the minutes from the January 11, 2018 meeting. Motion passed unanimously with no objections.
<b>Unfinished Business</b>	
Parks and Recreation 5-year plan	The DNR is reviewing our Parks and Recreation 5-year plan. They have requested that we provide information to document the review and approval process we used. DNR needs to see proof that the draft plan had public review and that there was a meeting available to discuss the plan. DNR also wants proof of the township board passing a resolution to accept the Parks and Recreation 5-year plan. Ms. Sayles and Ms. Fickes are gathering documents, and they will submit, the public notices, and resolution, and other documents to the DNR.
Grant Discussion	Ms. Fickes and Ms. Sayles have downloaded the current DNR grant application and they are organizing what information and documents we need to submit for a grant once our Parks and Recreation 5-year plan is approved. We will need letters pledging labor support, to submit with the grant, from community groups in the area like the Boy Scouts, Girl Scouts, FAA (Bath, Ovid/Else) National Honor Societies, 4H, etc. We are planning to construct the activity center/playground in the spring of 2019. We are looking for a labor pledge of, for example, 10 adults/kids from each organization to assist with the installation. We can place a value on this labor to show support for the new activity center/playground. The company selected for the project would be supplying oversight of the installation for liability and insurance purposes. Ms. Townsend will be drafting a letter/email to go out to these organizations. Ms. Sayles will send Ms. Townsend the addresses she has received.

Playground Equipment	<p>Ms. Fickes received preliminary estimates from Tim Sheffer at PENCHURA about our various playground equipment options that she shared with the planning commission. Mr. Sheffer was not available to attend our meeting.</p> <p>We will need to obtain 3 bids for the playground equipment.</p>
<b>New Business</b>	
Variance for a property on Round Lake Road	<p>An Application for Variance was received via the Clinton County Office of Planning &amp; Zoning for a property in Victor Township on Round Lake Road. The variance is needed to accommodate the septic/lagoon system of this narrow/deep parcel. Owner is requesting the split of property breaking out the house with 6 acres to be sold. Remaining acreage to be farmed. Proposed split will maintain road frontage (too narrow) for farm equipment access so the farmland is not landlocked. Owner intends to add farmable land to adjacent family farm. No negative impacts are anticipated by owner.</p> <p>Ms. Ashley discussed how this variance request is in alignment with Public Act 116 (The Farmland &amp; Open Space Preservation Program). A motion was made by Ms. Ashley and seconded by Mr. Saller to recommend approval of the variance. Motion passed unanimously with no objections.</p>
<b>Additional Information</b>	
Vacant Planning Commission Seat	<p>Ms. Sayles reported that the township board is seeking letters of interest for the vacant seat on the planning commission. It is desirable to have all areas of the township represented. One resident has already expressed interest in the planning commission.</p> <p>The planning commission will retain the existing officers at this time with Vice Chair position remaining vacant. We will readdress the officers once the vacant seat is filled.</p>
Field Visit of Township Properties	<p>Ms. Sayles recommended that when we have better weather, we should consider walking all the township properties (township grounds and the three cemeteries) to become familiar with their condition and features (fencing, signs, etc.).</p>
Township Website	<p>Ms. Ashley inquired if updates to the township web site are being planned by the township board. Ms. Sayles said that no action was being taken at this time and that a Request for Proposal (RFP) outlining proposed upgrades and revisions would be needed.</p>
Commissioner Comment	None
Adjournment	<p>A motion was made by Ms. Fickes and seconded by Mr. Saller to adjourn the meeting. Motion was approved unanimously with no objections. Meeting adjourned at 7:55 pm.</p>
Next Meeting	Thursday, March 8, 2018 at 7:00 pm.

**ACTION ITEMS:**

1. Gather and submit, the public notices, and resolution, and other documents needed by DNR to document the review and approval process we used concerning the Parks and Recreation 5-year plan.	Ms. Sayles and Ms. Fickes
2. Draft a letter/email to go out to community groups asking for a labor pledge for the new activity center/playground.	Ms. Townsend
3. Tell township board that the planning commission recommends approval of the variance request.	Ms. Sayles

Minutes recorded and presented by: Julie Townsend, Secretary