

**SAUBLE TOWNSHIP PLANNING AND ZONING BOARD
MEETING MINUTES 06 DECEMBER 2022**

CALL TO ORDER:

6:00 pm by Jim Sharp

PLEDGE OF ALLEGIANCE

ROLL CALL:

Jim Sharp, present; John Acker, present; Bob Woolever; present; Ken Piper; present, Beth Acker, present

AGENDA REVISIONS:

None.

APPROVE 01 NOVEMBER 2022 MINUTES:

A motion was made and supported to approve the 01 November 2022 minutes.

(J Acker/Woolever) 5-0

UNFINISHED BUSINESS:

Sauble Township Board of Trustees voted in the new Ordinance. It was published in the Star. Paper copy of the Adopted version needs to be delivered to Lake County Clerk, Lake County Planning Commission, and the libraries. Jim will deliver.

It was previously thought that the only change was a few pages with dates and signatures, but Kurt said he had made many corrections throughout the document. Final version is “Adopted” (vs a version number).

Beth has USB memory stick from Kurt containing all the electronic documents, forms, applications, checklists, maps, everything. Beth will deliver to Gail. Kurt recommends making a copy of it. All members of P&Z should have a copy. It’s too big to email. Beth is available to copy to P&Z member thumb drives on Tuesdays from 10-2 or by appointment.

NEW BUSINESS:

Reviewed forms, applications, and checklists with Zoning Administrator.

Zoning Administrator should have history of parcels readily available. Kurt said we should go back through old files, Get a file drawer or two, and make new files based upon parcel number. Create a file folder for every section (1-36), and then a file for every subdivision. Make a file for each parcel number. Go back through all our history of past permits, variances, etc. and file them by the parcel number.

Suggestion for Appeals Board: Take care when granting a variance. Instead of saying we grant the variance for xxx, state we grant the variance for xxx for this building in this application, so that it’s not a blanket variance.

Property splits – Need to have feedback from Assessor to Zoning Administrator when there is a request for split. Need to ensure a split won’t violate zoning rules. Kurt suggested maybe Zoning Administrator do Split reviews.

Township Board of Trustees needs to adopt new fees based upon new ordinances.

Board of Appeals should also be sharing approvals with Assessor.

Kurt said we may have to make changes in the future due to Court & Legislature rulings. MTA is good at keeping us informed. He would also recommend Michigan Association of Planning – they have single memberships and group. MSU Extension has a free email list serve (contact Mary Riley is on his “Thank you and Good Bye” sheet). Get on her email list. Take as much training as the township can afford.

CITIZEN TIME:

.None

BOARD MEMBER TIME

John thanked Kurt for all his help. We could not have done this without him!

ADJOURNMENT

A motion was made and supported to adjourn the meeting at 7:22 pm
(J Acker/Piper) 5-0

Respectfully Submitted,
Beth Acker, Secretary
Next Meeting:
1/3/23 6 PM