

LOCKE TOWNSHIP  
PLANNING COMMISSION MEETING  
JANUARY 21, 2020, 7:00 PM – LOCKE TWP HALL, 3805 BELL OAK ROAD,  
WILLIAMSTON

Newly appointed members Matt Flint, and David Carlson, sworn into office prior to the call to order by Dorothy Hart, supervisor.

Present: David Carlson, Ken Cook, Matt Flint, Dean Kitchenmaster, Karen VanDooren, Dorothy Hart.

Public in attendance: Sarah Lackey 5129 Morrice Road, Eliz McElroy 5621 S-M52

Meeting called to order at 7:00 p.m. Agenda was accepted in whole.

Motion to approve November 19 minutes by VanDooren; Cook, support, motion carries:  
PASSED

1. NEW BUSINESS

Note: Bob Davis has completed his term of office. (2007-2019)

VanDooren suggested a change to the nomination and appointment process to improve communication to the board, offices, the citizens of our community. Dean believes that this is an issue that should come before the board. Consensus of the Planning Commission is that new procedures should be developed and considered.

VanDooren recommended greater detail and clarity be reflected in the PC minutes. This will provide the community with additional details on the changes and determinations made by the PC.

Introduction of new planning commission member David Carlson.

Introduction of ZBA Member Sarah Lackey, interested in recording secretary.

A. ELECTION OF OFFICERS

CHAIRPERSON – Dean Kitchenmaster was nominated by Ken Cook, Matt Flint seconds, motion carries unanimously: PASSED

VICE-CHAIRPERSON – Matt Flint nominated Ken Cook, Dean Kitchenmaster second motion, carries unanimously: PASSED

SECRETARY – Matt Flint was nominated by Dean Kitchenmaster, second by Karen VanDooren, motion carries unanimously: PASSED

RECORDING SECRETARY –Nomination for this position is postponed until changes to the bylaws are passed. Glenda Turner has stepped down from the position because the presence of Dorothy Hart, supervisor; Karen VanDooren, Planning Commission/Board Member, and Glenda Turner, Township Clerk/PC Recording Secretary, becomes a quorum of board members at the Planning Commission meetings. It is necessary for Kitchenmaster to meet with Turner to determine the separation of duties between Township Clerk and Recording Secretary prior to updating the bylaws and appointing a new recording secretary.

B. REVIEW OF PLANNING COMMISSION BY-LAWS

VanDooren has made the motion to add the planning commission recording secretary position to D-1 of the bylaws, adding the language pertaining to the PC to appointment: “At the discretion of the planning commission, a recording secretary may be appointed.” This motion has been postponed.

The recording secretary position has been temporarily appointed to Sarah Lackey for the January and March meeting. An official appointment is postponed until the Commission determines the process for recruitment and the definition of duties.

Voting on the changes in bylaw will be postponed until the position and duties are defined between secretary, clerk and recording secretary.

Section 3 – J reviewed. The commission clarified that the 35 days mentioned in this section pertains to the number of days after the first meeting following the submission. The submission does not start counting until it is presented at a regular or special PC meeting. Submission to the township office is not considered submission to the Planning Commission.

C. REVIEW OF MASTER PLAN CHAPTER ONE WITH 2010 & 2015 NOTES

Vandooren would like spacing corrected on the internet copy. (1-1)

Flint confirmed language of the test track information. (1-4)

Kitchenmaster would like census information updated once available with the 2020 Census although availability of this information may fall outside the standard review timeframe.

2. OLD BUSINESS

a. DISCUSSION OF BLIGHT ORDINANCE

Kitchenmaster to research surrounding areas to discover how blight ordinance is enforced. VanDooren has suggested using an existing template crafted by MTA legal counsel. Planning Commission must first define blight. Planning Commission will review the templates prior to the next PC meeting in preparation of a discussion surrounding a blight ordinance for Locke Township's community and subsequent enforcement.

3. CONCERNS/COMMENTS OF PC MEMBERS, ZA, AND/OR CONSULTANTS

Dorothy Hart proposed a question to the commission regarding special land use permit applications. Escrow payment for Landplan are due upfront, and when should the application be submitted to Landplan. Kitchenmaster stated the complexity determines if it goes to Landplan after the special land use permit application is reviewed. Escrow should be collected upfront and returned if not needed.

4. PUBLIC COMMENT

No public comment.

5. ADJOURNMENT

8:07 Move to adjourn Karen VanDooren; second Ken Cook, motion carried: PASSED

Sarah Lackey  
Planning Commission Temp. Recording Secretary

Matt Flint  
Planning Commission Secretary