

February 26, 2019

To: Three Oaks Township

From: Three Oaks Planning Commission

Pursuant to Ordinance 11-45 Section 2 Paragraph 7 (f), the Three Oaks Planning submits the following annual report concerning the zoning and planning activities for the calendar year 2018.

The Planning commission conducted 10 regular meetings and held 1 special meeting. The commission reviewed the zoning ordinances to allow a contractors yard as a permitted under the special land use provision. The Zoning ordinances was amended to reflect said action. The commission reviewed the Township ordinances and the zoning ordinances- recommended to township that they conduct a codification of the ordinances. The commission held a public hearing on an application for special land sue for Goat Hill Farm- the request was subsequently withdrawn. The commission reviewed the Master Plan and recommended that no changes were necessary at this time. The Bylaws were submitted to the attorney- new attorney is currently working on them.

The Commission has set meetings to occur on the 4<sup>th</sup> Tue. Of every month except December.

Respectfully submitted:

A handwritten signature in blue ink that reads "Kaitlee Smyke". The signature is written in a cursive style.

Three Oaks Planning Commission

**Three Oaks Township Planning Commission**  
**Regular Meeting Minutes**  
**Tuesday, February 26, 2019**

The public hearing on Special Land use request for Daniel Versaw and Versaw Earthworks, LLC was called to order at 7:00.

- Ed Carpenter stated that the applicant had not submitted a signed plan required to proceed.
- No action could be taken.

The public hearing was closed at 7:04.

The regular meeting of the Three Oaks Township Planning Commission was called to order at 7:05 pm by Chairperson Snyder. Roll Call was taken with Snyder, Jackson, Dunlap, Mitchell, and Kramer present. Siefert and Fatter were absent.

There was no Public Comment.

Chairperson Snyder presented the minutes of the Tuesday, January 22, 2019 regular meeting. A motion by Kramer, supported by Mitchel, to approve the minutes. The motion was approved 5-0.

Old Business:

- Status of bylaws
  - The bylaws have been submitted to the new Attorney review.
  - The attorney is progressing on the review and hopes to have them available for the March Meeting.

New Business:

- Annual Report
  - Chairman Snyder submitted a draft of the annual report to be submitted to the Township Board as attached.
  - A motion was made by Kramer, supported by Mitchel, to approve the annual report. The motion was approved 5-0.
  - There was a discussion of officers and officers' duties.
    - Current chairperson Snyder and current Secretary Jackson expressed their desire to step down from officer duties but frustrated with nobody else wanting to step up and assume the additional duties.
    - As the township board member, Mitchel was asked to follow-up with the Township Board on the possibility of expanding the planning commission to nine members.
      - This would allow a larger bench of potential officers.
  - A motion was made by Seifert, supported by Fatter to elect Kathy Snyder as chairperson. The vote was 6-1, with Snyder voting no. Motion was carried.
  - A motion was made by Fatter, supported by Kramer to elect Judy Dunlop as vice-chairperson. The vote was 7-0. Motion was carried.
  - A motion was made by Mitchell, supported by Kramer to elect Don Jackson as secretary. The vote was 6-1, with Jackson voting no. Motion was carried.
- Special Land use permit – Witt Road
  - It was decided that if Versaw submitted a site plan in a timely manner, we could try to schedule a public hearing in March.
  - A motion was made by Mitchel, supported by Dunlap to set a public hearing for a special land use permit for 19545 Witt to allow contractor storage yard under Section 4.03 of the zoning ordinance. The motion was approved 5-0.
    - Ed Carpenter will notify the Clerk when all documents are completed and a public hearing on the Special Land use can be scheduled and published.

Having no other business to come before the Planning Commission, a motion for adjournment was made by Mitchel, supported by Dunlap. The motion was approved 5-0. Chairman Snyder adjourned the meeting at 7:10 pm. The next meeting is scheduled for, Tuesday March 26, 2019.

Respectfully submitted,

Don Jackson, Secretary